**Directions for PCs**

1. **Download the small Finley logo by clicking the link on the FNN under the marketing tools tab, then look under updated email signatures article. You will find the link here in red.**
2. **In email, click on File**
3. **Click Options**
4. **Select Mail**
5. **Click Signatures**
6. **Click New**
7. **In the body of the text box, type your information like you see below.**
8. **Click the photo icon that looks like this** 
9. **Insert the logo you downloaded**
10. **Click on the logo and click this icon** 
11. **In the address field type** [**www.finleyusa.com**](http://www.finleyusa.com) **and click OK.**
12. **You many turn your email address into a link by simply typing the address and hitting enter. The link will automatically populate.**
13. **You can also add social media icons. If you have LinkedIn or would like to add Finley’s Facebook or Twitter page to your signature. Social Media icons can be found on FNN under Marketing/Logos/Social Media Icon(name)**
14. **You can download these icons and insert them into your email signature like you did the logo. Then link them to your social media page. If you’d like to link them to Finley’s social media pages, the links are as follows:**

**LinkedIn:** [**https://www.linkedin.com/company/508972?trk=tyah&trkInfo=clickedVertical%3Acompany%2CclickedEntityId%3A508972%2Cidx%3A2-2-3%2CtarId%3A1473256474551%2Ctas%3Afinley%20engineering**](https://www.linkedin.com/company/508972?trk=tyah&trkInfo=clickedVertical%3Acompany%2CclickedEntityId%3A508972%2Cidx%3A2-2-3%2CtarId%3A1473256474551%2Ctas%3Afinley%20engineering)

**Twitter:**

[**https://twitter.com/FinleyEng**](https://twitter.com/FinleyEng)

**Facebook:**

[**https://www.facebook.com/FinleyEngineeringCompanyInc/**](https://www.facebook.com/FinleyEngineeringCompanyInc/)

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o. 952-582-2912

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**Format for Tablets**

**Since tablets won’t support the logo, use the following format.**

Molly White, Digital Marketing

Finley Engineering Company

m.white@fecinc.com

402-301-6514

[FinleyUSA.com](file:///C%3A%5CUsers%5Cm.white%5CownCloud%5CMolly%20docs%5CFNN%5CMarketing%5Cfinleyusa.com)

  