# Email Signature Line Instructions

Traumatic Brain Injury Model System Staff

The Model Systems Knowledge Translation Center (MSKTC) has designed an email signature line that Traumatic Brain Injury Model System (TBIMS) researchers can use to promote the free research-based TBI resources on the MSKTC website. Please follow the instructions below to add it to your email signature.

**TBIMS Email Signature Line Image**

A close-up of a logo

Description automatically generated

## How to add the TBIMS email signature line image and hyperlink to your email signature

### Step 1: Create a file for the TBIMS Email Signature Line image

You can create a file for the TBIMS email signature line image by saving the image above as an image file on your computer or download the TBIMS email signature line [here](https://msktc.org/sites/default/files/2023-07/TBIMS%20and%20MSKTC%20Email%20Signature%20Image%20Updated%20.png) and save it to your computer.

## Step 2: Add TBIMS email signature line image to your email signature

Open a new email message and then select Signature > Signatures. In the Select signature to edit box, choose the signature you want to add a logo or image to. Locate your image file and select Insert. To resize your image, right-click the image, then choose Picture.

**Step 3: Add hyperlink to text or image in your signature**

In the Signatures and Stationery window, select the signature that you want to edit. In the signature editing area, select the text or image that you want to hyperlink (if hyperlinking an image, just click on it) and click on the “Insert Hyperlink” icon. Please link to: <https://msktc.org/tbi>.