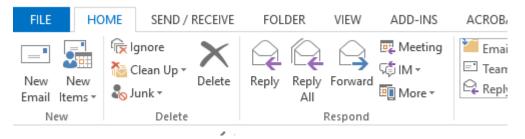


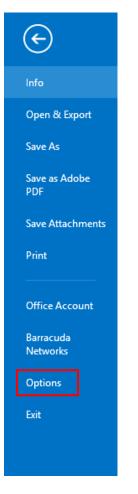
How to add Email Signature

Adding a link image to an email signature (Outlook)

1. Start by having Outlook open, and click on FILE



2. In the left menu bar select **OPTION**





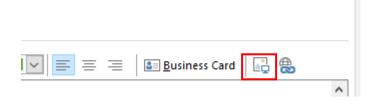
3. In the left menu bar select MAIL

General
Mail
Calendar
People
Tasks
Search

4. Then on the right side, click on SIGNATURES

General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
People	Change the editing settings for messages.	Editor Options
Tasks	Compose messages in this format: HTML v	
Search	ABC 🖂 Aliver sheet and line later contine	
Language	V Mays check spelling debre serving	Spelling and Autocorrect
Advanced	Ignore original message text in reply or forward	
Customize Ribbon	Create or modify signatures for messages.	Sig <u>n</u> atures
Quick Access Toolbar		oggatarean
Add-Ins	R Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Fonts
Trust Center		statisticity and <u>r</u> omain
	Outlook panes	
	Customize how items are marked as read when using the Reading Pane.	<u>R</u> eading Pane

5. Place the cursor below your signature text, then click Add Image button





6. Make sure the image is selected, then click the Add Link button

Delete New Save Rename	
di <u>t</u> signature	
Arial 9 B I U Image: Second	
Working Days (Monday – Thursday)	^
I'M CHALLENGING MYSELF TO MAKE A DIFFERENCE TO KIDS LIVING WITH CEREBRAL PALSY.	
DONATE TO MY PAGE 20TWENTYCHALLENGE.ORG.AU	
	~
OK Car	ncel

7. Paste your personalised fundraising link into the address box

Insert Hyperlin	k		? ×
Link to:	<u>T</u> ext to displ	ay: < <selection document="" in="">></selection>	ScreenTi <u>p</u>
E xisting File	Look in:	🗄 Documents 🔽 🔯 🧀	
or Web Page	C <u>u</u> rrent Folder	Adobe Custom Office Templates	B <u>o</u> okmark Target Frame
Place in This Document	<u>B</u> rowsed Pages	My Received Files Office Timeline OneNote Notebooks Zoom	
Create <u>N</u> ew Document	Re <u>c</u> ent Files	debug	
E-mail	Addr <u>e</u> ss:	https://www.20twentychallenge.org.au/	
Address		ОК	Cancel



8. The image should now be linked. You can now click OK on the Signature box, and the Outlook Options box

idi <u>t</u> signature	
Arial 9 B I U Image: Second se	
Working Days (Monday – Thursday)	^
I'M CHALLENGING MYSELF TO MAKE A DIFFERENCE TO KIDS LIVING WITH CEREBRAL PALSY. 20/fwenty Challenge	
DONATE TO MY PAGE 20TWENTYCHALLENGE.ORG.AU	
	~
OK Cano	el