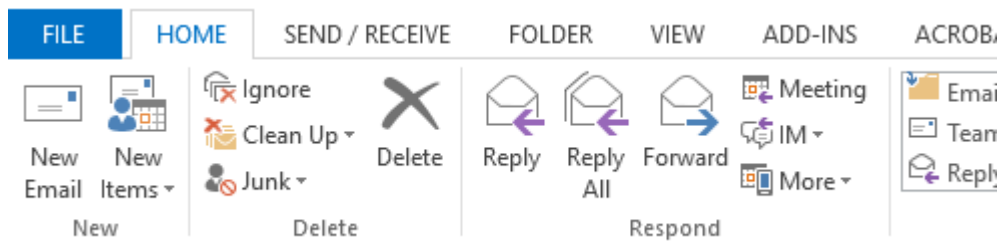


How to add Email Signature

Adding a link image to an email signature (Outlook)

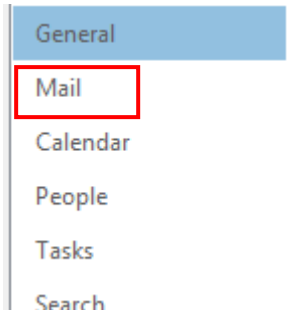
1. Start by having Outlook open, and click on **FILE**



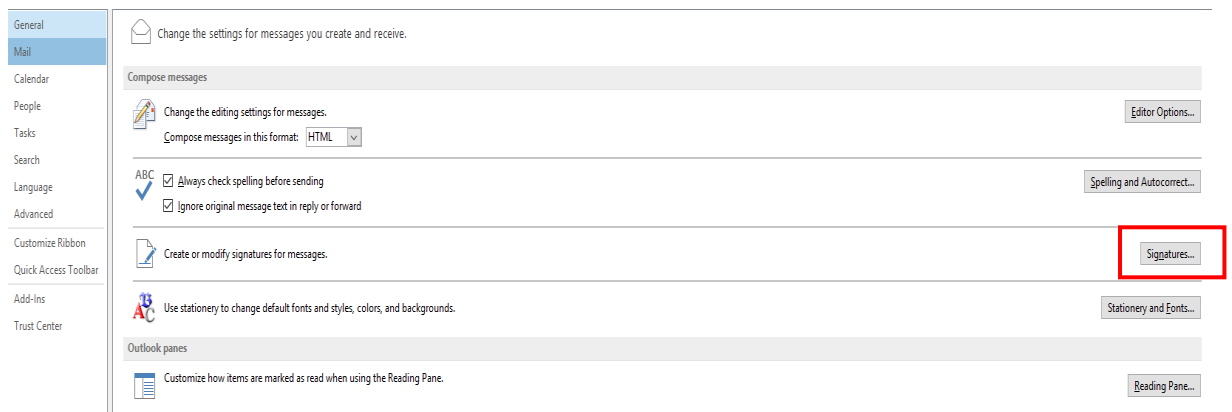
2. In the left menu bar select **OPTION**



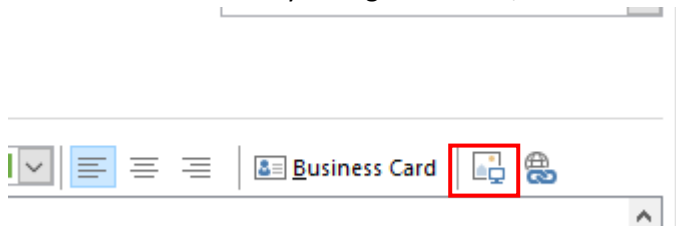
3. In the left menu bar select **MAIL**



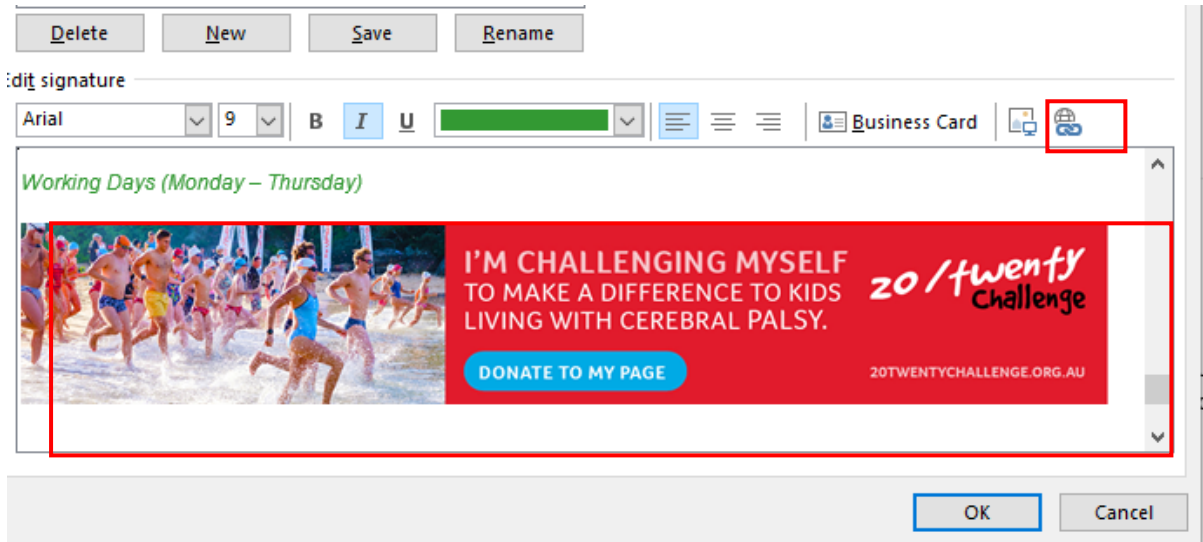
4. Then on the right side, click on **SIGNATURES**



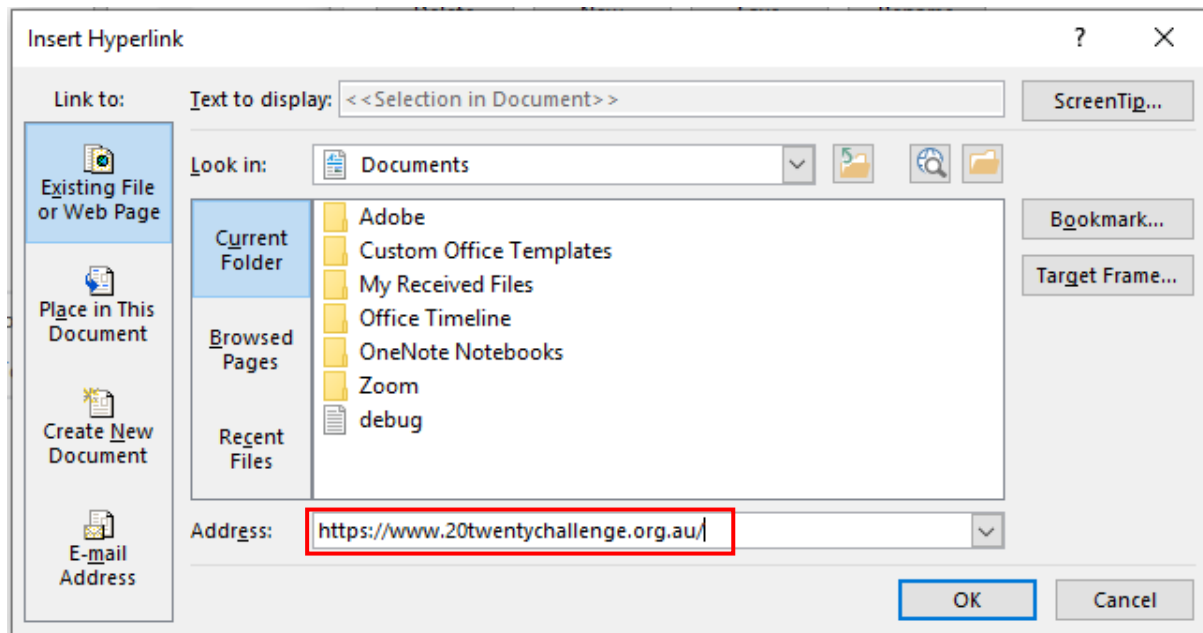
5. Place the cursor below your signature text, then click **Add Image** button



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



7. Paste your personalised fundraising link into the address box



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

