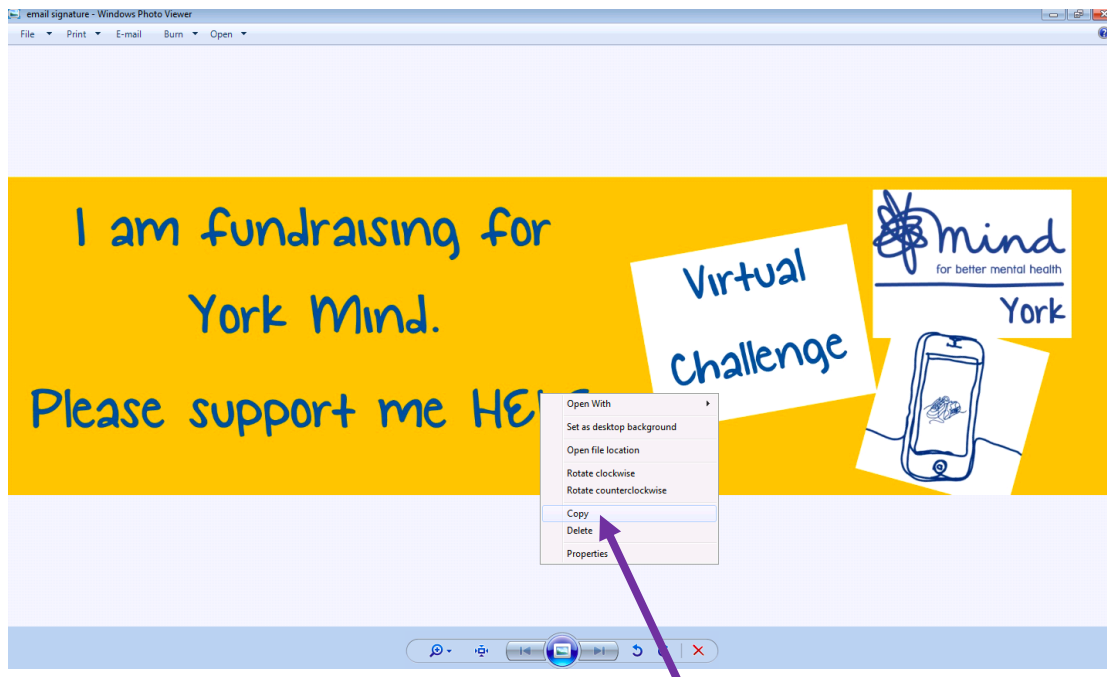


Adding an image and hyperlink to your emails signature

NB. This is for Outlook but may be a different process on other email providers. If you are struggling with yours either search for instructions on Google or drop Nicola an email on Nicola.harkess@yorkmind.org.uk and she can try and help!

Open the attachment on the email I have sent and right click on the image. Click copy




Then go to your email, click on File, and then Options:

Inbox - nicola.harkess@yorkmind.org.uk - Outlook

Account Information

nicola.harkess@yorkmind.org.uk
Microsoft Exchange


+ Add Account


**Account Settings** ▾

Account and Social Network Settings

Change settings for this account or set up more connections.


- Access this account on the web.
<http://outlook.office365.com/owa/yorkmind.org.uk/>
- Connect to social networks.


[Change](#)

**Automatic Replies**

Automatic Replies (Out of Office)


Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

**Cleanup Tools** ▾

Mailbox Cleanup


Manage the size of your mailbox by emptying Deleted Items and archiving.

■ 49.2 GB free of 49.5 GB

**Manage Rules & Alerts**

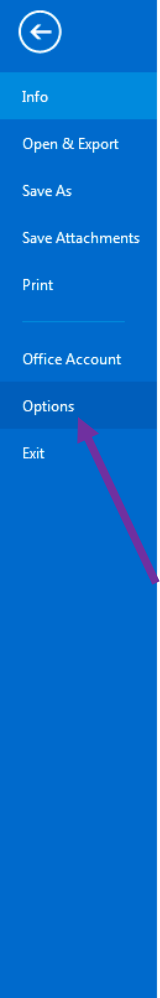
Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

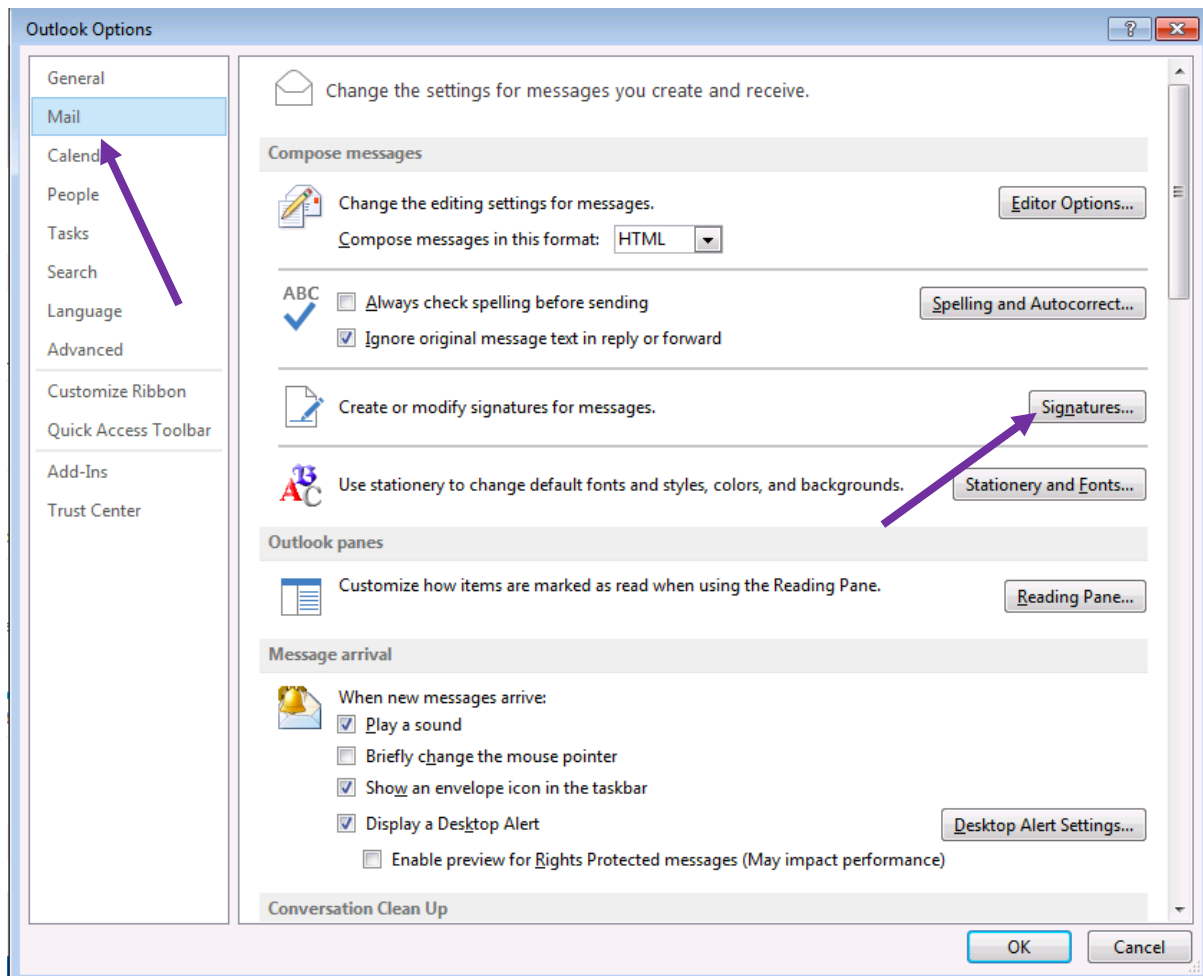
**Manage Add-ins**

Manage Add-ins

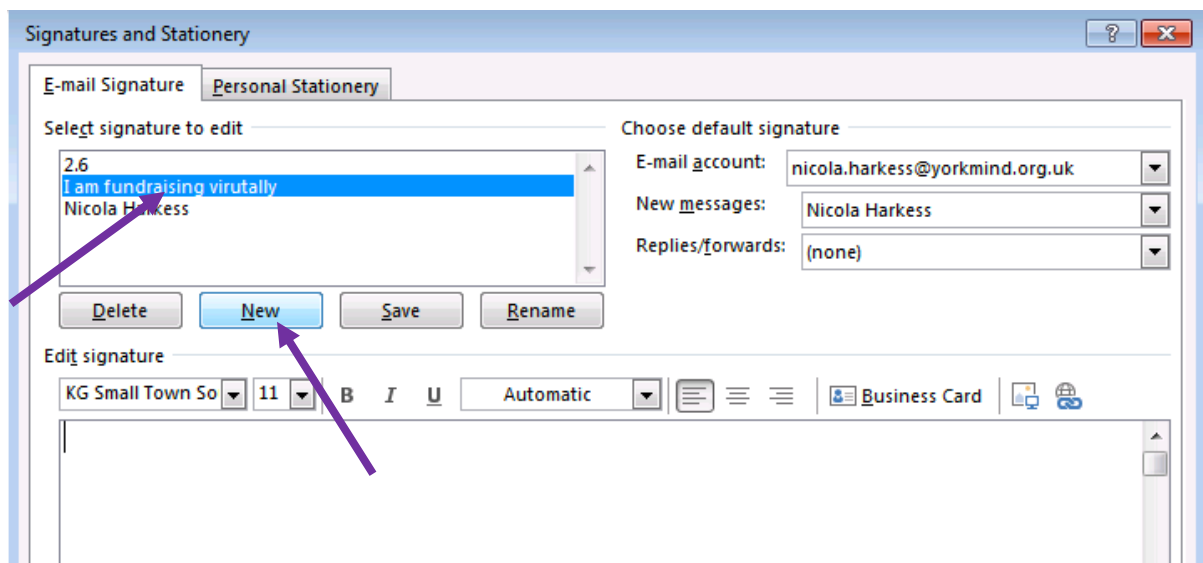
Manage and acquire Web Add-ins for Outlook.



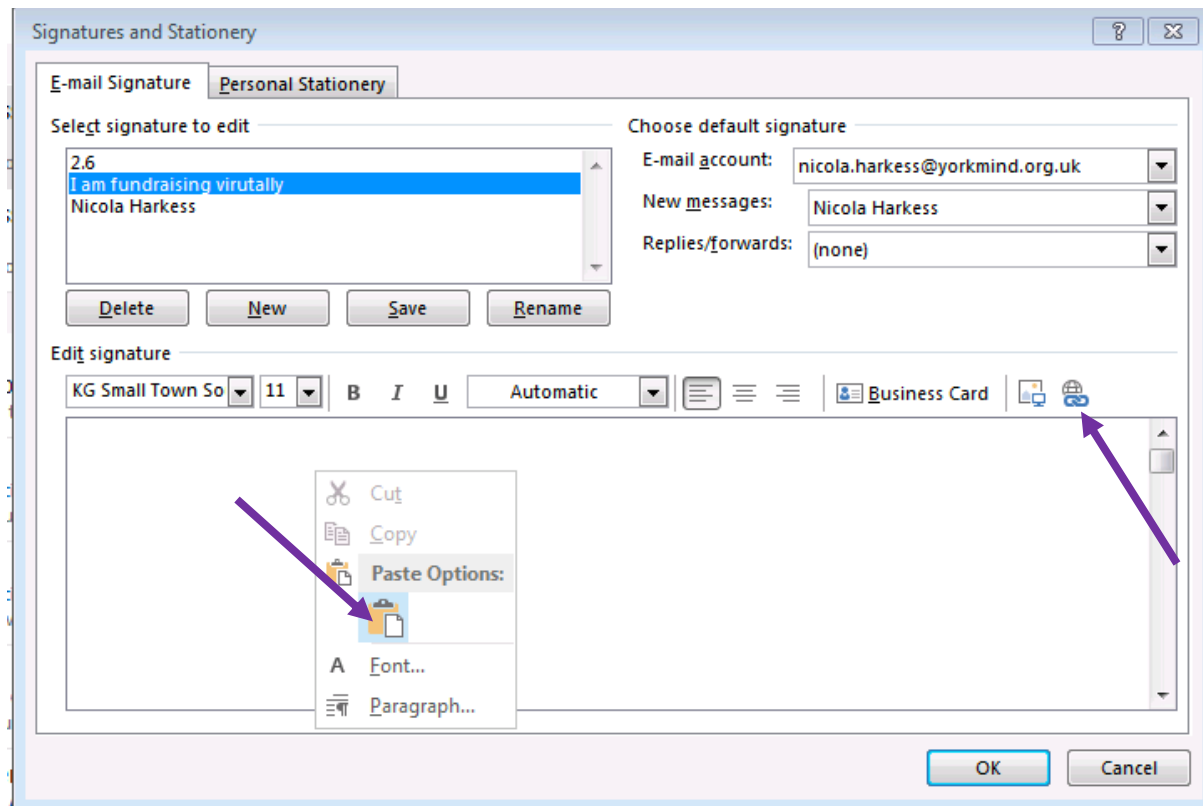
You will then need to click on Mail on the left hand menu and find the signatures button on the right:



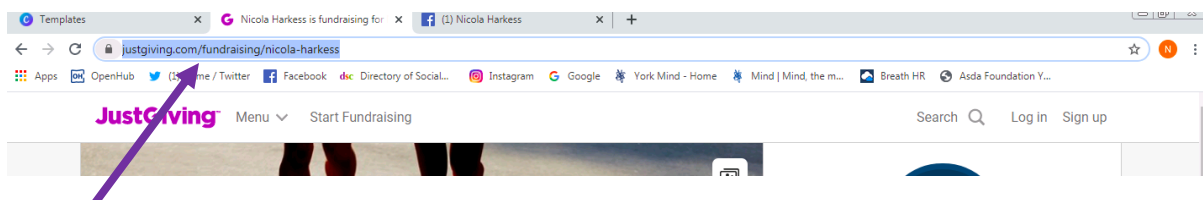
In here you can then double click on your email signature to edit it, or create a new one by Clicking New. This should be then made your default signature for it to appear on new emails every time:

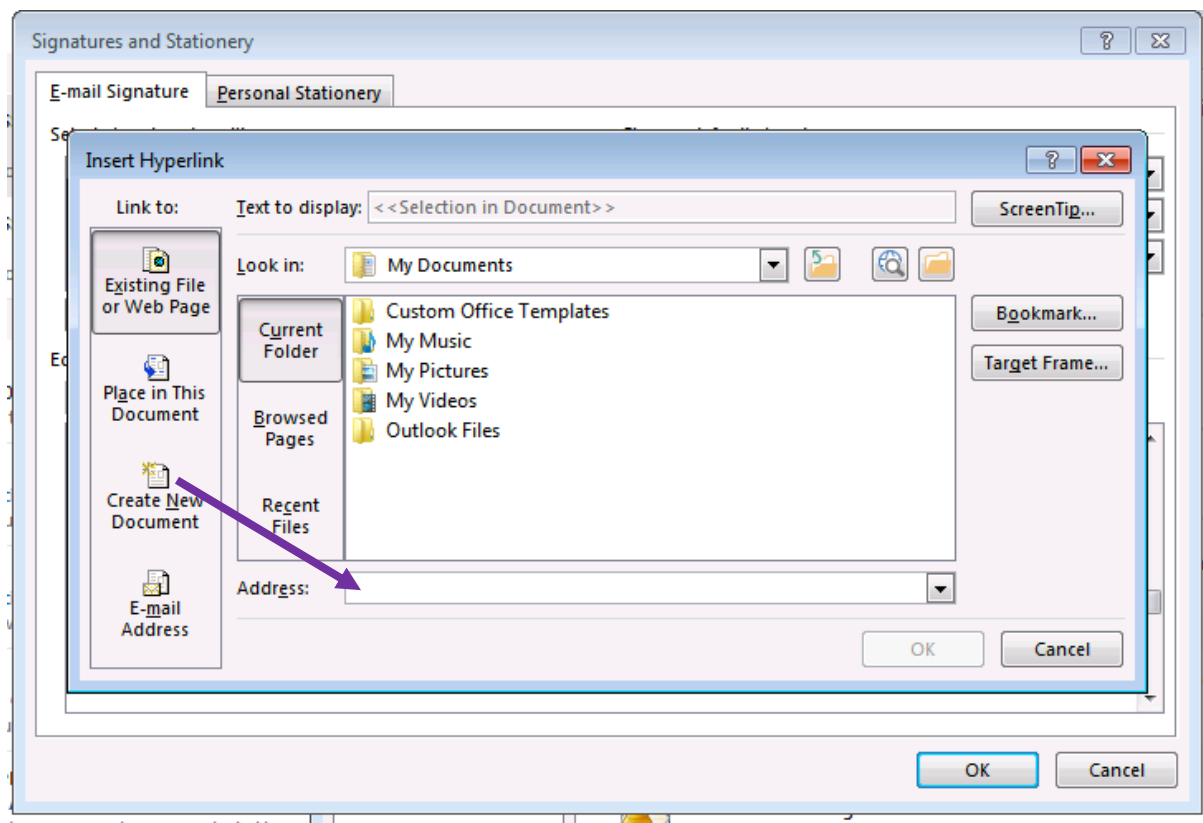


In the space underneath, under your normal text Eg. Best wishes, Nicola Harkess, click and paste the image in. Click on the image you have just pasted, then click on the hyperlink button to add your Just Giving link:



Here is where you can put your fundraising page in. You will have to visit your fundraising page and copy and paste the link from the address bar:





Click OK and OK then OK again and when you open up a new email, it should be there ready and waiting on your email signature!