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 <u>Nicola.harkess@yorkmind.org.uk</u> 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:

\bigcirc	Inbox - nicola.harkess@yorkmind.org.uk - Outlook
E	
Info	Account Information
Open & Export	nicola.harkess@yorkmind.org.uk
Save As	Microsoft Exchange
Save Attachments	+ Add Account
Print	Account Account Settings - Account Settings - Account Account Account and Social Network Settings
Office Account	http://www.com/and/orderation/orderation/orderation/orderation/
Options	Connect to social networks.
Exit	Change 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.
	Mailbox Cleanup Cleanup Tools * 49.2 GB free of 49.5 GB
	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 for Outlook.

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

Outlook Options	2 💌
General Mail	Change the settings for messages you create and receive.
Calend	Compose messages
People Tasks	Change the editing settings for messages. <u>Compose messages in this format:</u>
Search Language Advanced	ABC Always check spelling before sending Ignore original message text in reply or forward
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.
Add-Ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds. <u>Stationery and Eonts</u>
	Outlook panes
	Customize how items are marked as read when using the Reading Pane.
	Message arrival
	When new messages arrive:
	Briefly change the mouse pointer Show an envelope icon in the taskbar
	Display a Desktop Alert
	Enable preview for <u>Rights</u> Protected messages (May impact performance)
	Conversation Clean Up 👻
	OK Cancel

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:

S	gnatures and Stationery	-?
	E-mail Signature Personal Stationery	
	Sele <u>c</u> t signature to edit	Choose default signature
	2.6	E-mail <u>a</u> ccount: nicola.harkess@yorkmind.org.uk 💌
	Nicola Hakess	New <u>m</u> essages: Nicola Harkess 🔹
	-	Replies/forwards: (none)
	Delete New Save Rename	
	Edi <u>t</u> signature	
	KG Small Town So 🔽 11 💌 B I 📙 Automatic	💌 🚍 🚍 🔠 <u>B</u> usiness Card 📑 🔂

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:

	Signatures and Stationery						
E-mail Signature Personal Stationery							
1	Sele <u>c</u> t signature to edit Choose default signature						
2	2.6 E-mail <u>a</u> ccount: nicola.harkess@yorkmind.org.uk						
-	Nicola Harkess New messages: Nicola Harkess						
	Replies/ <u>f</u> orwards: (none)						
	Delete New Save Rename						
	Edi <u>t</u> signature						
1	KG Small Town So I1 B I I Automatic Image: The second s						
:	X Cut						
1	🗈 Сору						
	Paste Options:						
4							
	A <u>F</u> ont						
1							
-	OK Cancel						

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:



<u>E</u> -r Se	nail Signature	ersonal Stationery		_
Ec	Insert Hyperlink Link to: Existing File or Web Page Place in This Document Create <u>N</u> ew Document	Iext to display: < <selection document="" in="">> Look in: Image: My Documents Image: Custom Office Templates Current Folder Image: Custom Office Templates Image: Custom Office Templates Browsed Pages Image: My Videos Image: Custom Office Templates Recent Files Image: Custom Office Templates Image: Custom Office Templates</selection>	ScreenTip Bookmark Target Frame	
	E- <u>m</u> ail Address	Addr <u>e</u> ss:	OK Cancel	

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!