

HOW TO ADD A IMAGE TO YOUR EMAIL SIGNATURE

1

Open a new email and then select Insert. Click Signature and select "Signatures..."

2

In the "Select signature to edit" box, choose the signature you want to add a logo or image to.

3

Then go to the bottom of your signature in the "Edit Signature" section. Select the "Insert Image" icon and select your signature banner.

4

To resize your image, right-click the image, then choose Picture. Select the Size tab and use the options to resize your image. To keep the image proportions, make sure to keep the Lock aspect ratio checkbox checked.

5

Remember to click on the banner and click "Insert Hyperlink". Add your Fundraising page to this so people can go straight to it.

6

When you're done, select OK, then select OK again to save the changes to your signature.