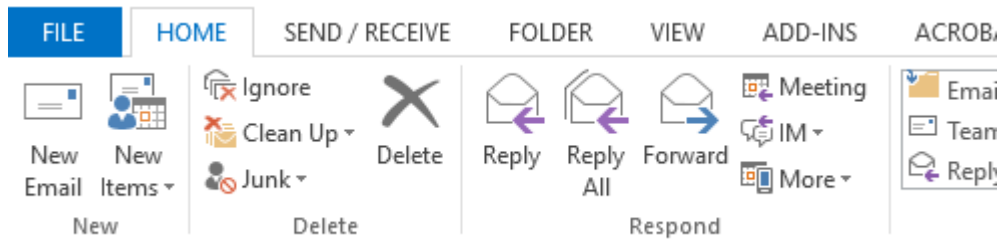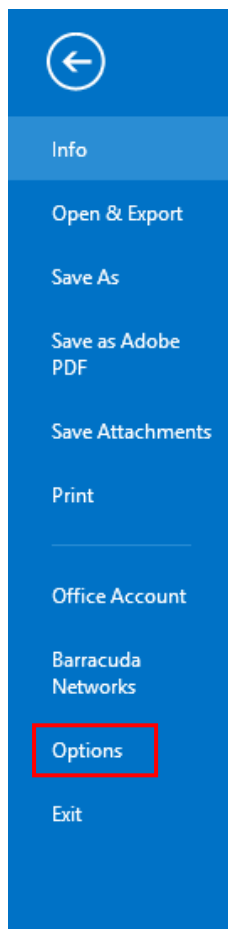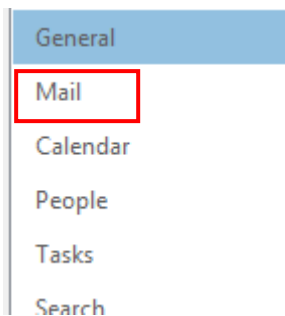## Adding a link image to an email signature (Outlook)

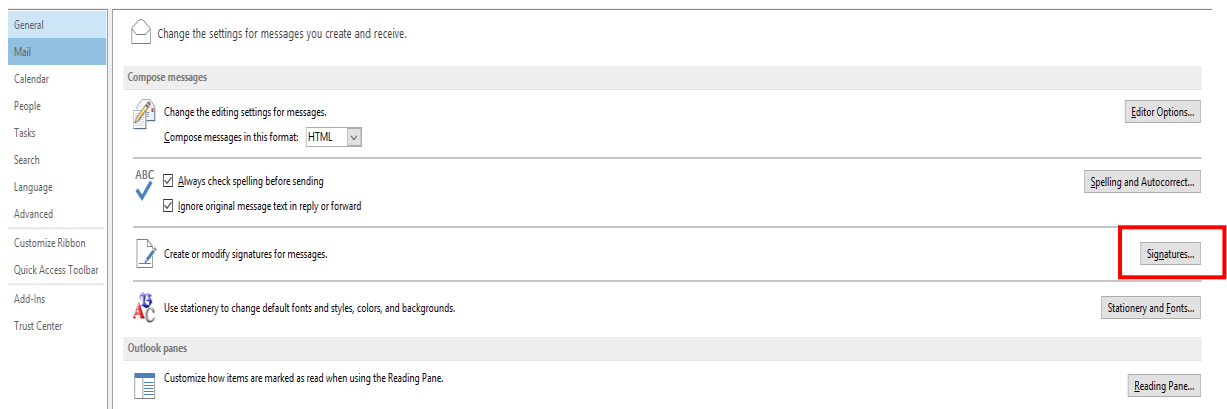1. Start by having Outlook open, and click on **FILE**

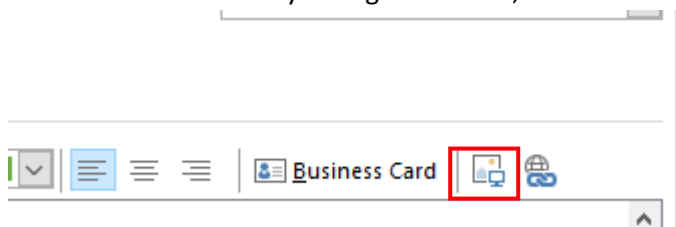2. In the left menu bar select **OPTION**
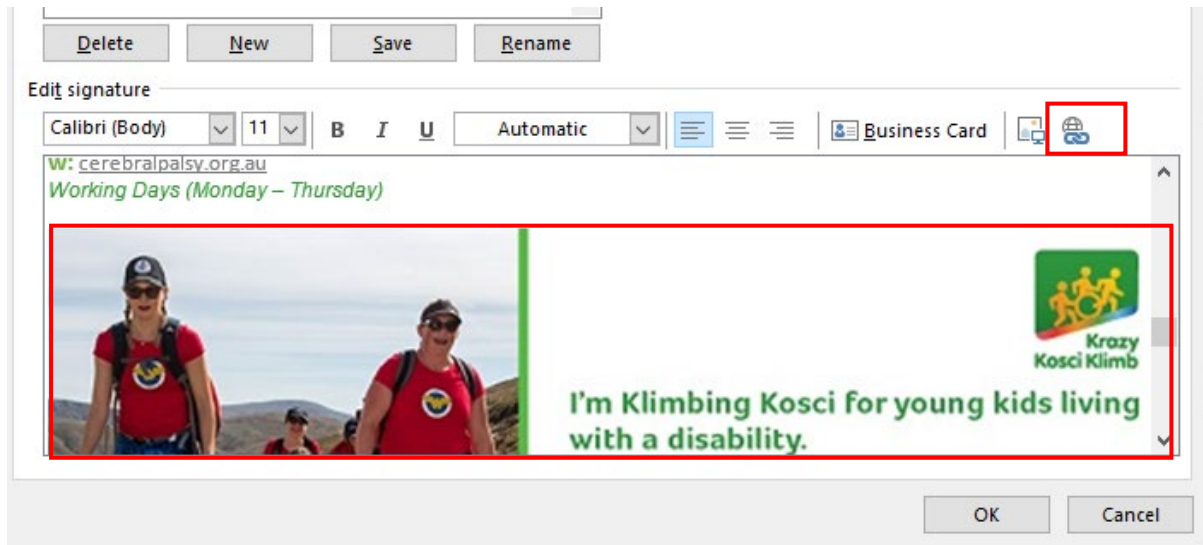
3. In the left menu bar select **MAIL**
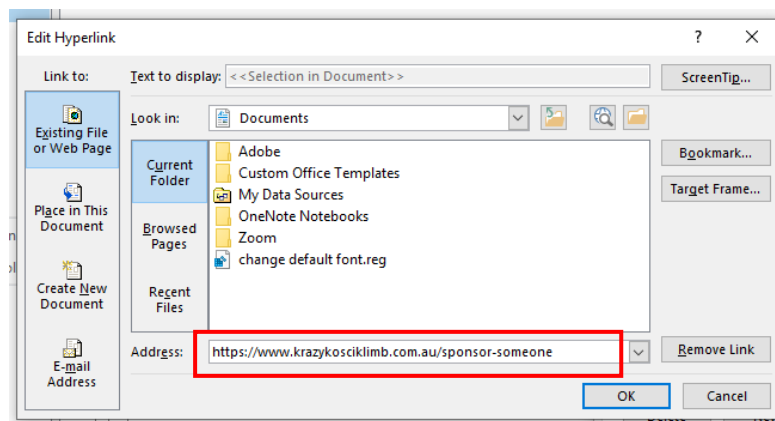

4. Then on the right side, click on **SIGNATURES**

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

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