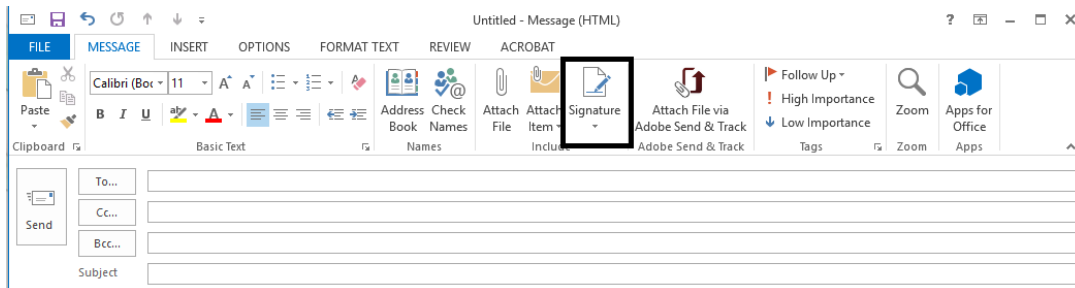


HOW TO ADD LE WEEK-END HYPERLINKED IMAGE TO YOUR OUTLOOK SIGNATURE

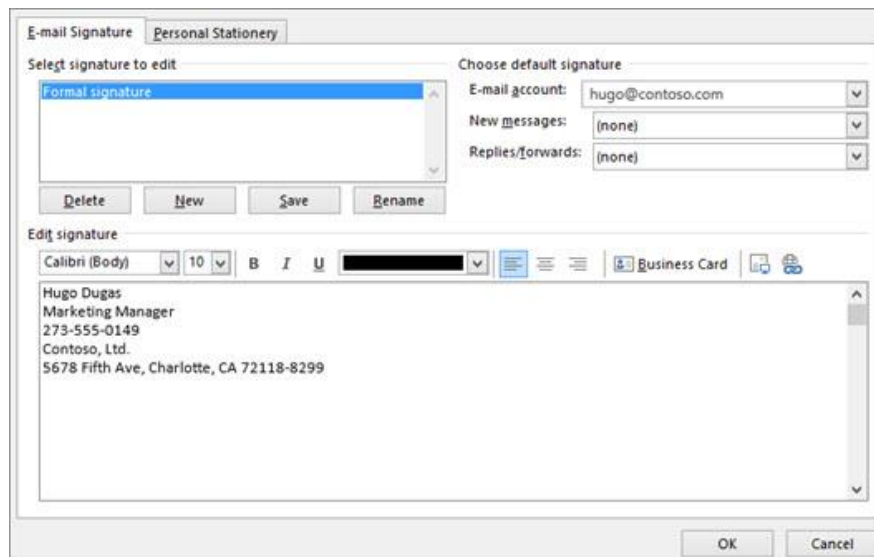
YOUR SIGNATURE IMAGE BADGE IS AVAILABLE TO SAVE ON YOUR COMPUTER BY CLICKING [HERE](#)

THEN, FOLLOW THESE SIMPLE STEPS

1. Select New Email
2. From the top of the pane, select Signature



3. Click anywhere inside edit signature field, then select the image icon: . Locate your image file, and then select **Insert**



4. Now either double-click or use your mouse pointer to select the inserted image and click on the

hyperlink icon: 

5. In the **Address** box, enter the web address—for example, <https://www.jghfoundation.org/leweekend/> (English) or <https://www.jghfoundation.org/fr/leweekend/> (French), or your personal Le Week-end fundraising page and choose **OK**