

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

YOUR SIGNATURE IMAGE BADGE IS AVAILABLE TO SAVE TO YOUR COMPUTER BY CLICKING HERE

THEN, FOLLOW THESE SIMPLE STEPS

1. Click on Settings (the gear icon) from the upper right-hand corner then click on See all settings. Scroll down until you

see Signature. Select + Create new or edit your existing one by clicking on

Q Search mail	*	?	¢3	 T
Settings				31
General Labels Inbox Account	s and Import Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes			
Create contacts for auto-complete:	When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time. I'll add contacts myself			0
Importance signals for ads:	You can view and change your preferences here.			
Signature: (appended at the end of all outgoing messages)	Sample Name 514-612-3461			8
Learn more				+
	Sans Serif V T V B I U A V GO E E V H V			
	+ Create new			

- Signature defaults
- 2. Click on the image icon E then Upload and drag or select your image file.

Add an ir	nage	×		
My Drive	Upload	Web Address (URL)		
			Drag a file here	
			Or, if you prefer	
			Select a file from your device	
Select	Cancel		Anyone with th	e link can access this image.

3. Once the image is inserted, press CTRL + A or use your mouse pointer to select the image so that it's highlighted like this:

dsf	/	ii.	
Sample			Hopital général juif Jewish General Hospital Foodstos Foundation
			Small - Medium - Large - Original size - Remove
+ Create ne	W		

4. Now click on the hyperlink icon marked in red below:



5. Enter your URL link and press **OK**

Text to display:		
Link to:	To which URL should this link refer?	
Web address	le-weekend.ca	
O <u>Email address</u>	Test this link	
	Not sure what to put in the box? First, find the page on the web that you want t	
	link to. (A search engine might be useful). Then, copy the web address from the	
	box in your prowser's address bar and paste it in to the box above.	