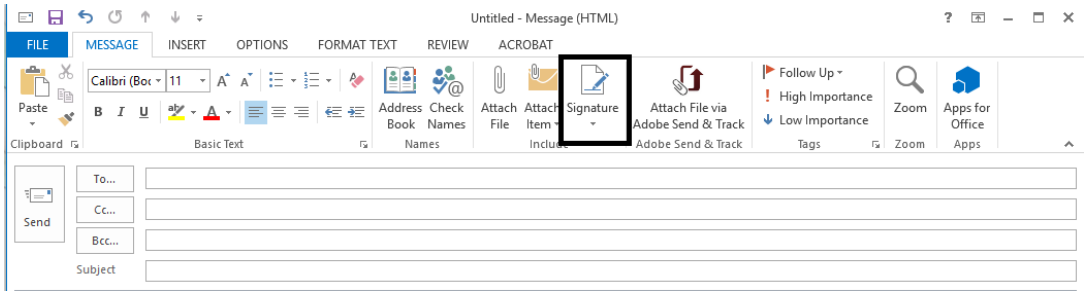
HOW TO ADD LE WEEK-END HYPERLINKED IMAGE TO YOUR OUTLOOK SIGNATURE

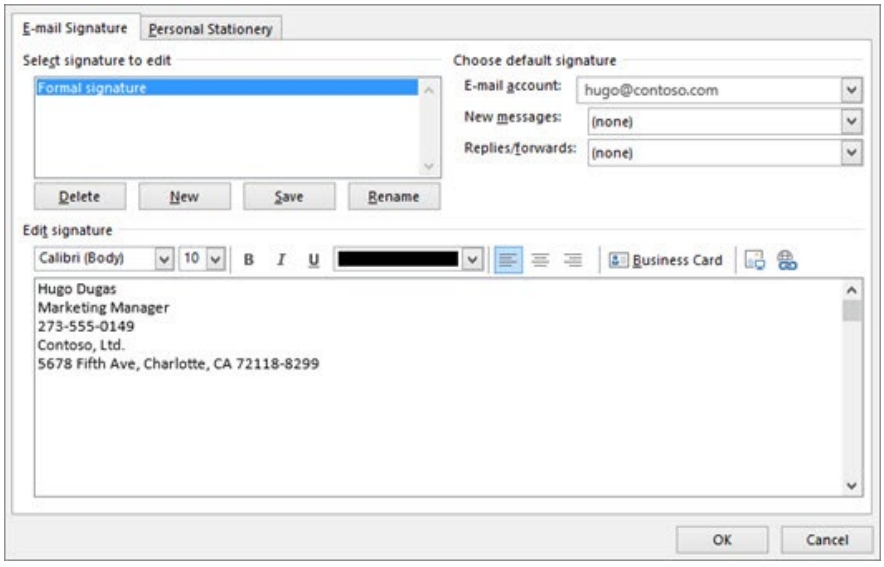
YOUR SIGNATURE IMAGE BADGE IS AVAILABLE TO SAVE ON YOUR COMPUTER BY CLICKING HERE

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, le-weekend.ca or your personal Le Week-end fundraising page and choose **OK**