

## 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

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Send	Bcc											
	Subject											

3. Click anywhere inside edit signature field, then select the image icon:

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Marketing Mar 273-555-0149 Contoso, Ltd. 5678 Fifth Ave	nager , Charlotte, CA 7	2118-8299				

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



5. In the Address box, enter the web address-for example, <u>le-weekend.ca</u> or your personal Le Weekend fundraising page and choose **OK**