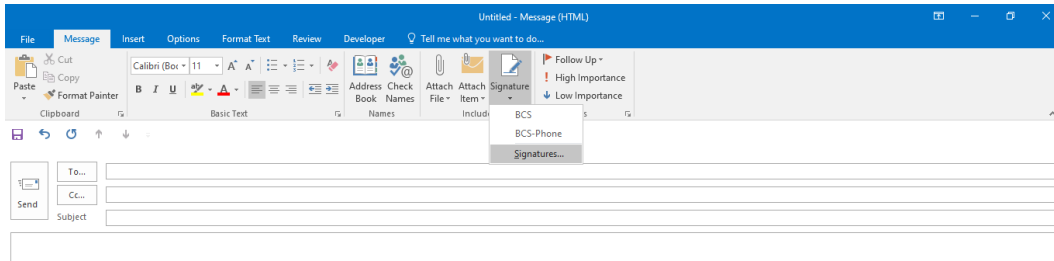
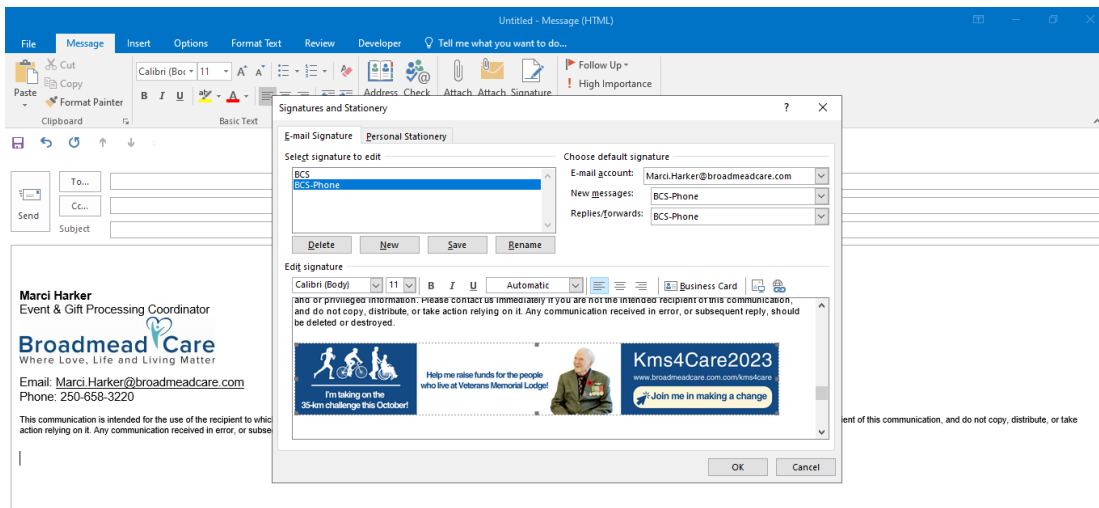


## How to add an image to your email signature in Outlook

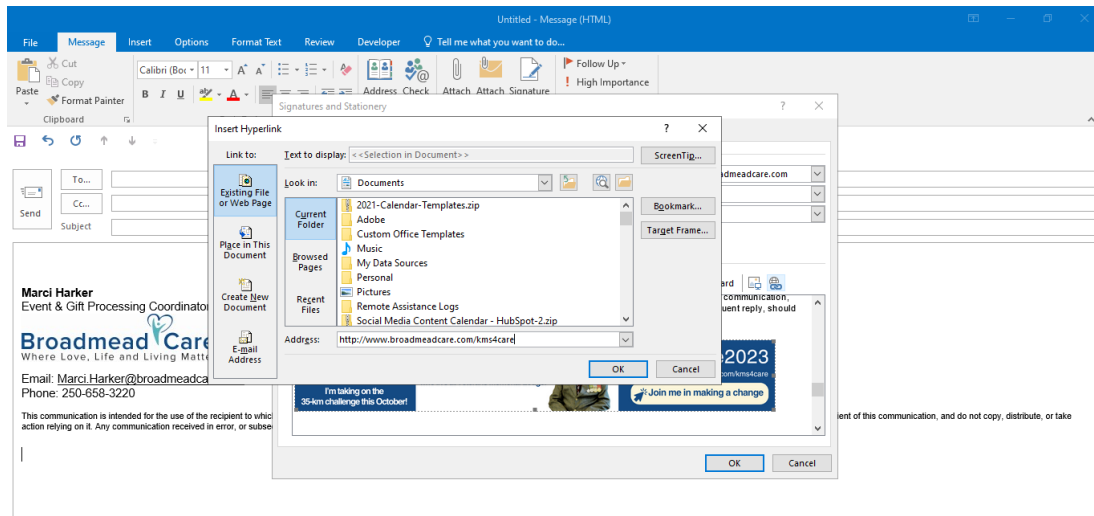
1. Open your Outlook Mail and open a New Email
2. In the top menu under the message tab, select “Signature” and then “Signatures”



3. Choose your correct signature and scroll down to the bottom of the text. From there you can copy and paste or insert the image with the image button into your signature.



4. Then, click on the image and then select the link button. A new window pops up where you can copy and paste the link of your [personal fundraising page](#). Hit okay, then save the signature block and hit okay.



If you run into problems, please email [marci.harker@broadmeadcare.com](mailto:marci.harker@broadmeadcare.com)