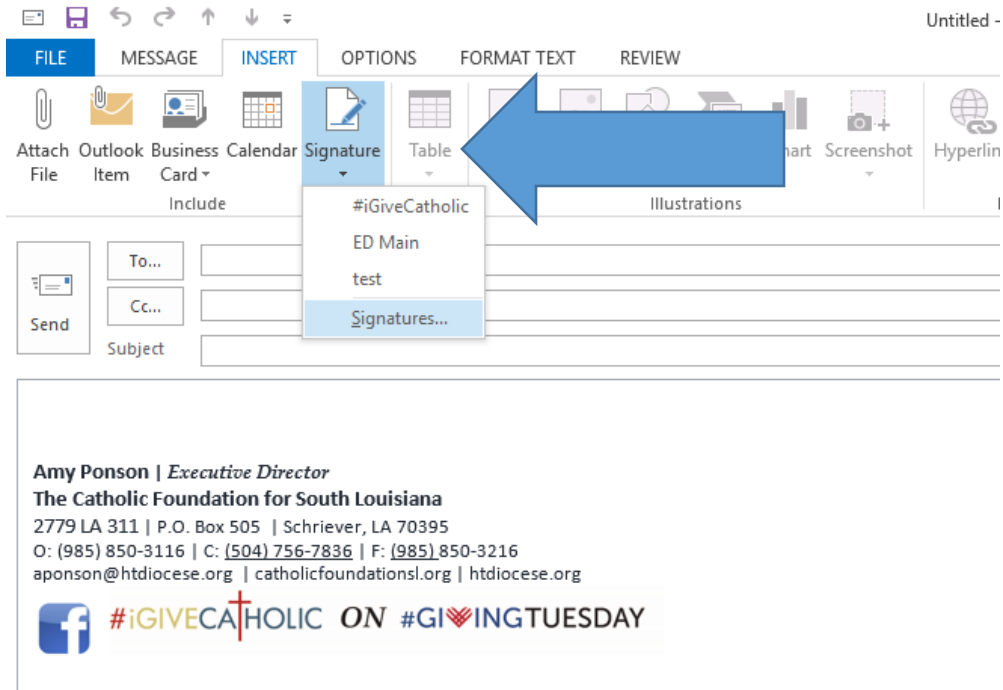


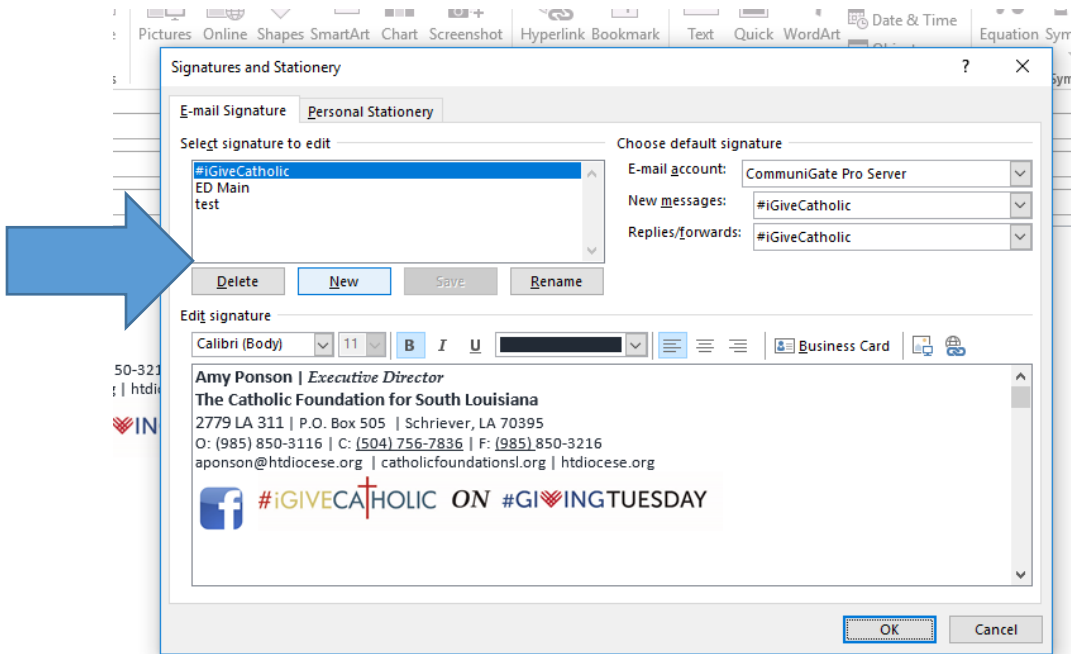
## How to insert a signature into your email:

1. Open a new email in Outlook
2. Click Insert at top of new email page

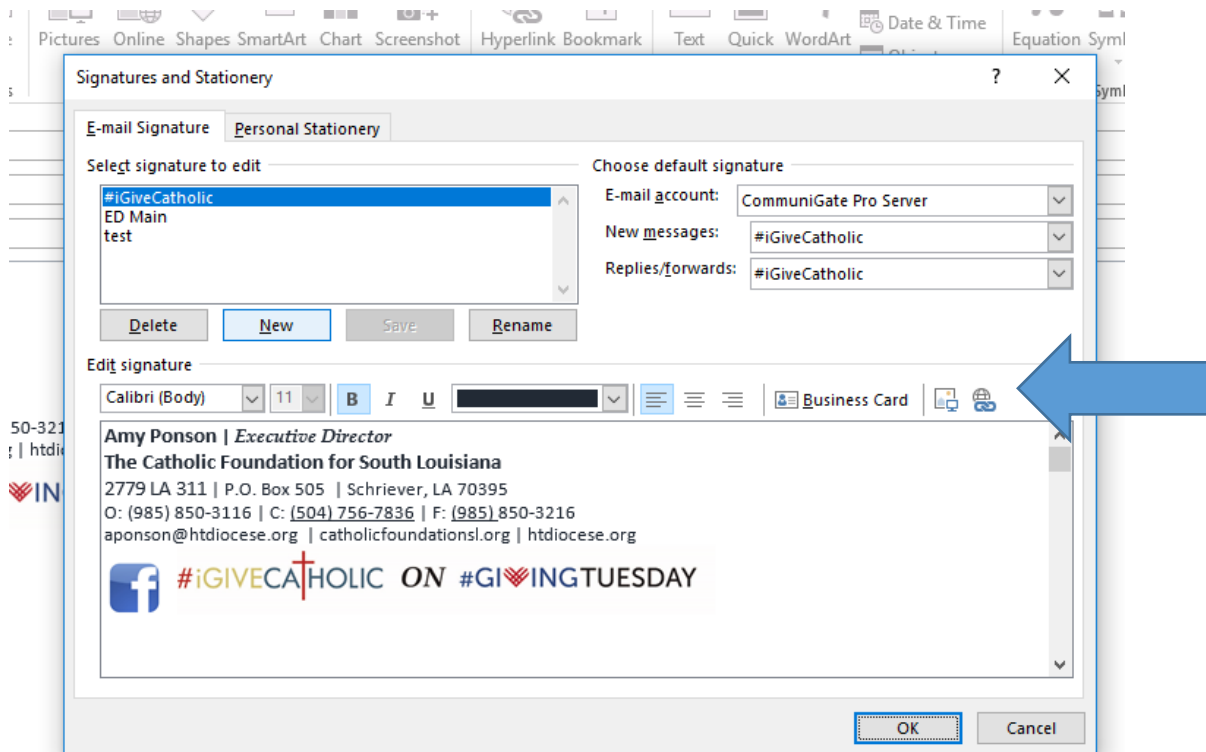


3. Click Signature at top of page which is towards the left hand side – then click Signature in the drop down menu
  - a. A box will pop up to create a new signature

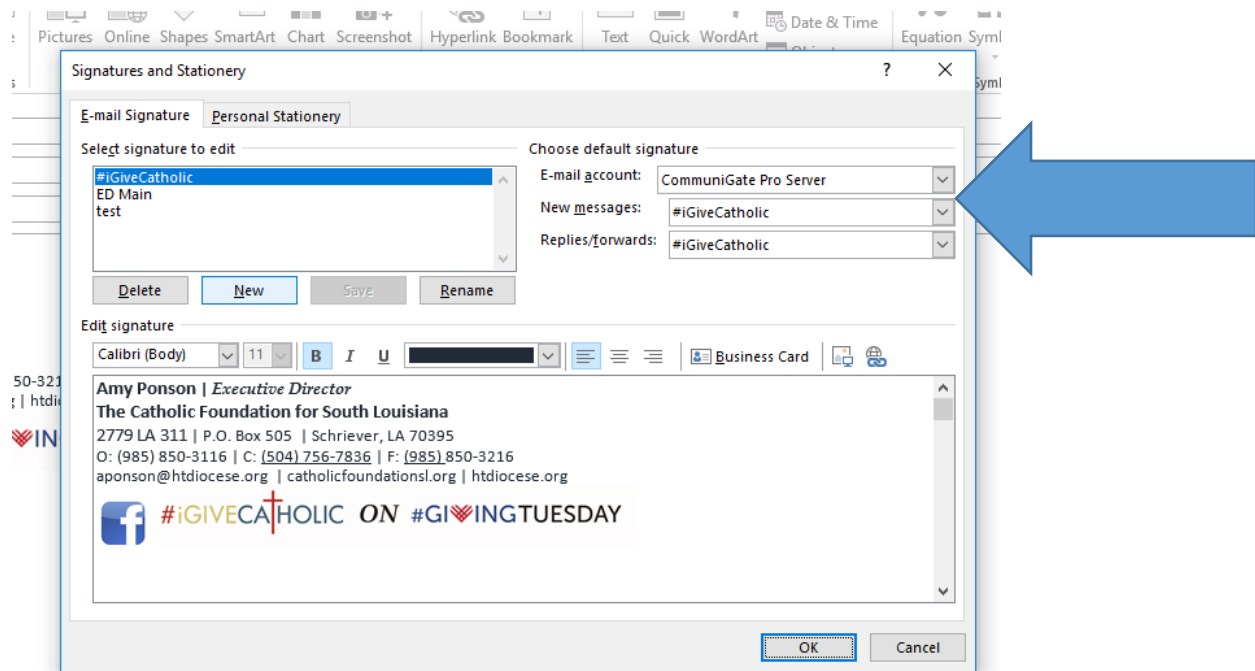
4. Click New then Name your signature
  - a. You can create multiple types of signatures if you want to.



5. Once you named your new signature, be sure its selected at the top and then create your signature in the box below. You can copy mine if you wish and just change the name and info in it.
  - a. You can insert an image such as facebook icon and #iGiveCatholic logo and also hyperlink it
    - i. Insert image – next to the word business card there is an image of a box and one of a globe
      1. The box is the insert image button – click it and select the image you want to insert
        - a. Feel free to copy my images and save them somewhere so you can insert into your signature.
      2. The globe is the hyperlink button. Select the image or words in your signature you wish to hyperlink, then click the globe. A box will pop up and you will need to type in the web address you want to hyper link to.



6. Also, be sure you choose your signature defaults on the right hand side which will auto populate your signature every time you open a new message.



#iGiveCatholic link: <https://igivecatholic.org/houma-thibodaux>  
Diocese Facebook Link: <https://www.facebook.com/htdiocese/>  
Catholic Foundation Facebook Link: <https://www.facebook.com/CatholicFoundationSL>

Thanks to the Diocese of Houma-Thibodaux for this resource!