HOW TO ADD A HYPERLINKED IMAGE TO YOUR EMAIL SIGNATURE:

- 1. Save the image (e-signature highlight) you would like to insert into your signature onto your computer.
- 2. Then, use the Outlook Signature function to edit your email signature.
- 3. Click on the square/mini computer icon to browse your computer for the image you would like to insert.

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5. Click on the image that you want to hyperlink.

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6. Click on the Globe/Chain Link icon.

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7. Add the hyperlink that you want your image to link to into the address file and then click "OK."

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