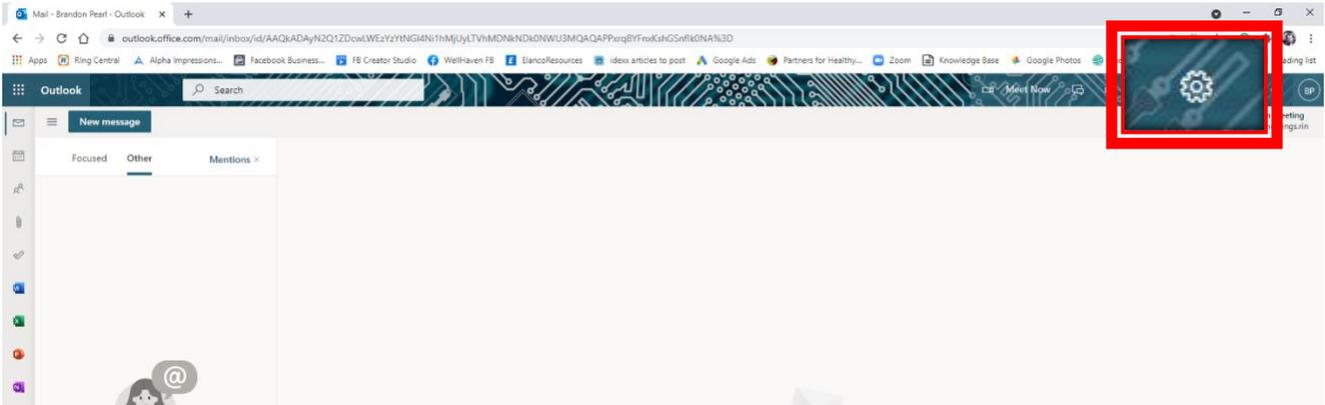
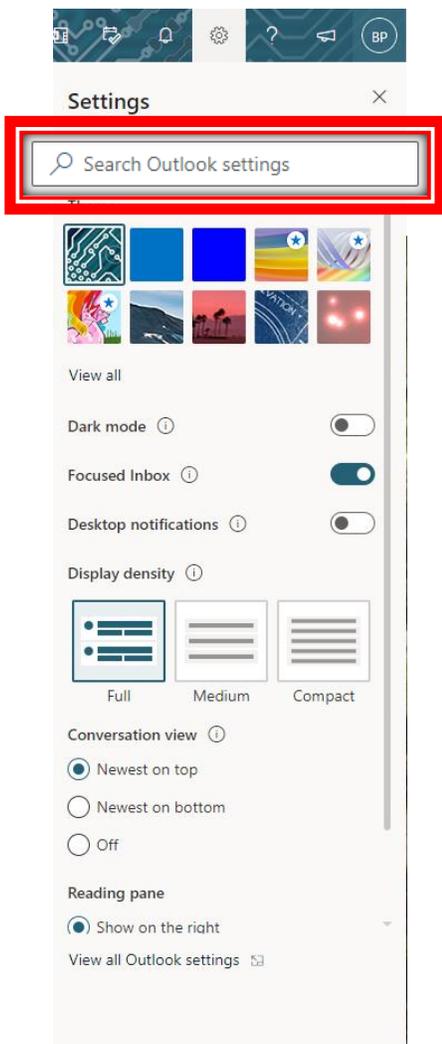


How to add social media graphics to your email signature

1. Click on the settings icon

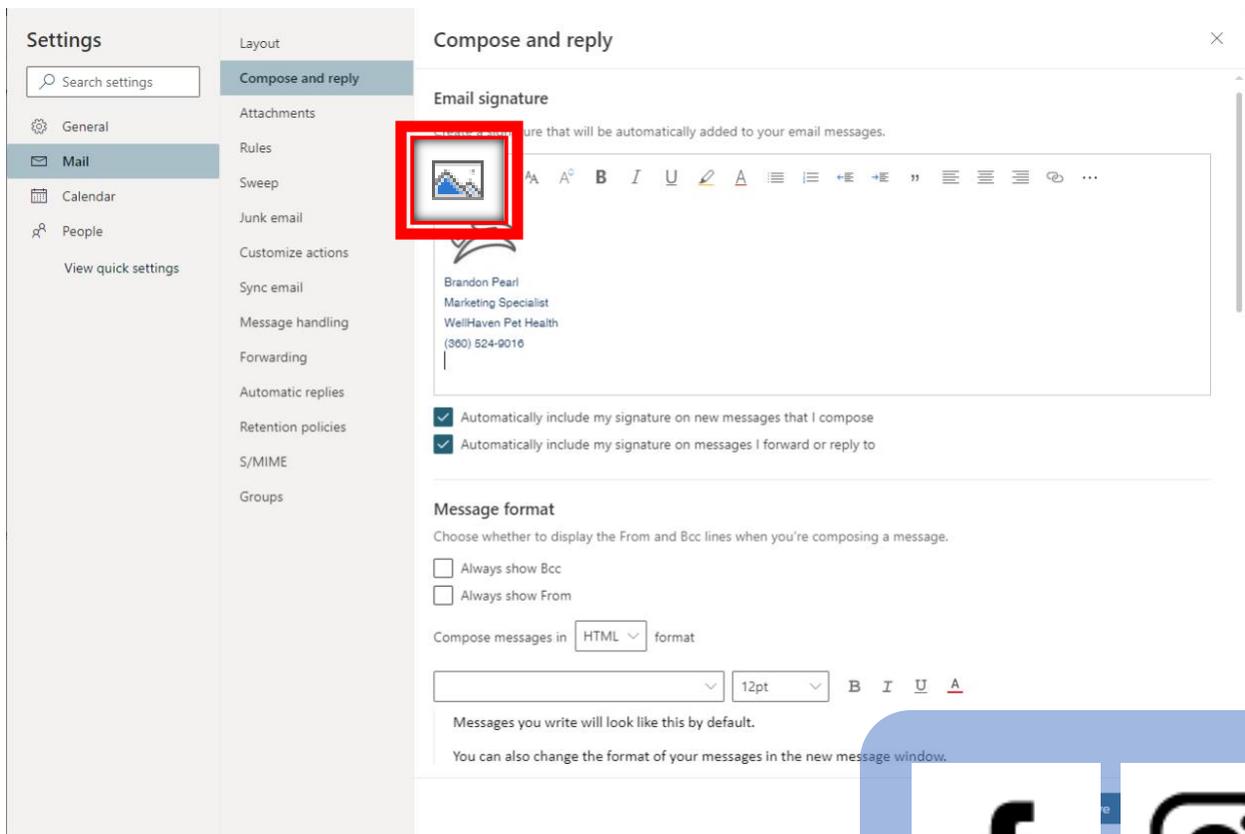


2. Use the search bar to search for "signature" and select "email signature"

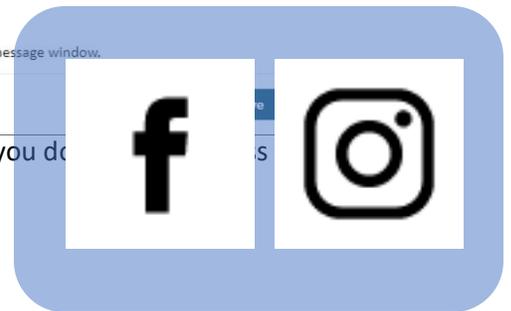


How to add social media graphics to your email signature

- Under the Compose and reply section of the settings menu, click “insert pictures inline” and



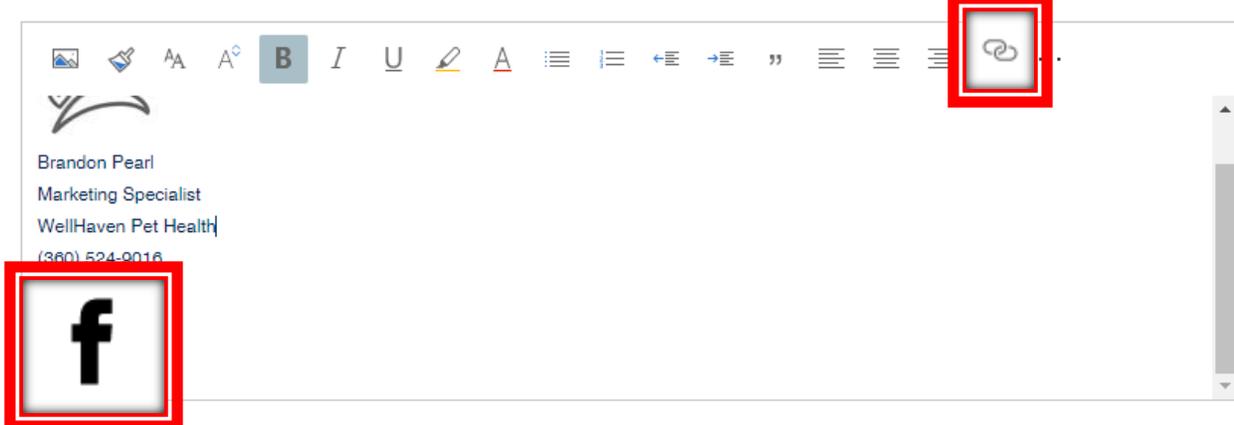
select the social media icon provided. (save the logos below if you do not have social media icons).



- Click on your newly added icon within the email signature box then click “insert link”.

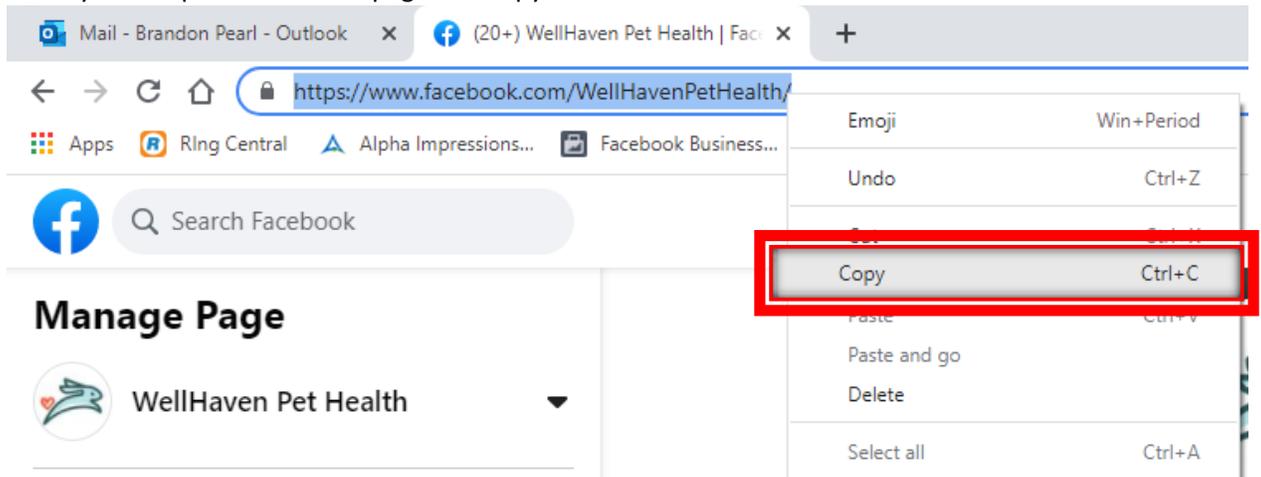
Email signature

Create a signature that will be automatically added to your email messages.

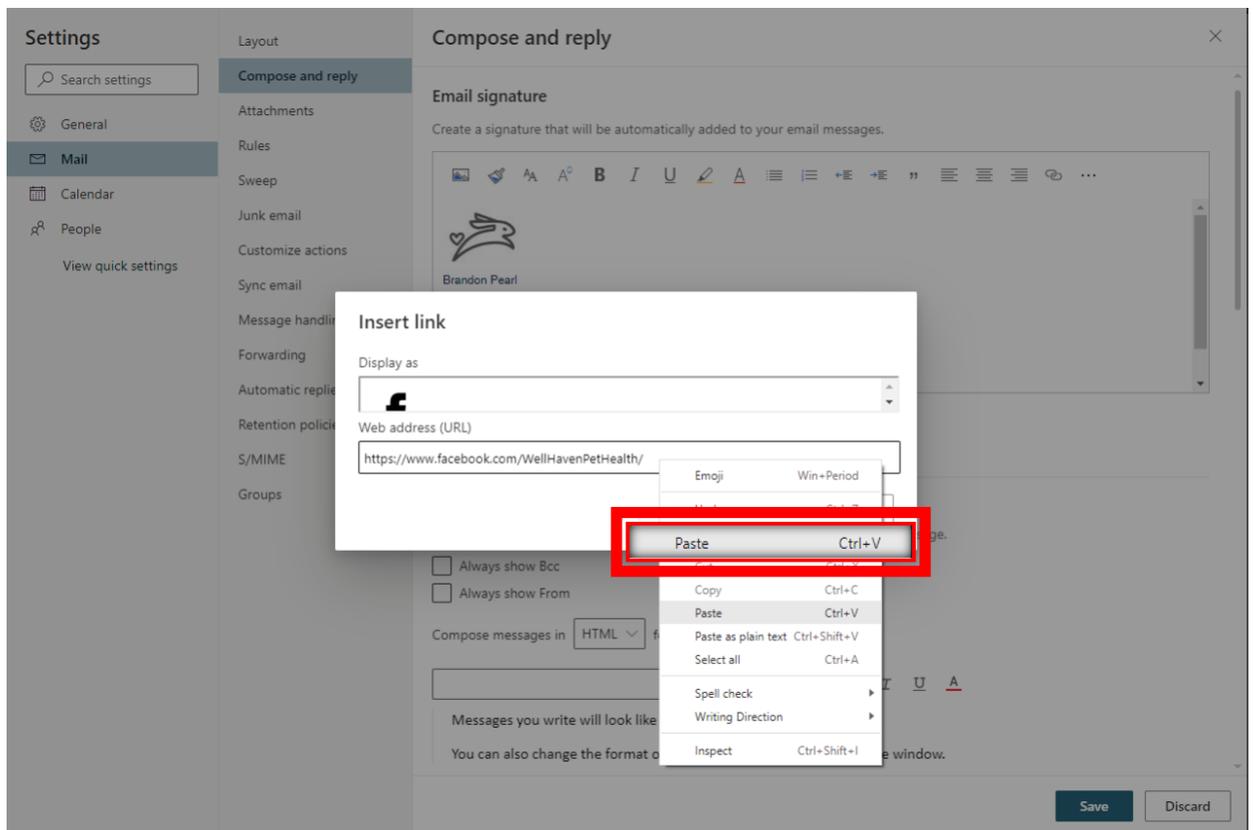


How to add social media graphics to your email signature

5. Go to your hospitals Facebook page and copy the URL.



6. Paste the URL in the web address bar under the insert link section, then click "OK".



7. Repeat steps 1- 6 for any other icons/websites you would like to include in your email signature.

How to add social media graphics to your email signature

8. Click "Save".

The screenshot shows the Outlook settings interface. On the left is a 'Settings' sidebar with a search bar and categories: General, Mail (selected), Calendar, People, and View quick settings. The main area is titled 'Compose and reply' and contains several sections:

- Layout**: A list of settings including Compose and reply (selected), Attachments, Rules, Sweep, Junk email, Customize actions, Sync email, Message handling, Forwarding, Automatic replies, Retention policies, S/MIME, and Groups.
- Compose and reply**: A preview window showing an email signature for Brandon Pearl, Marketing Specialist at WellHaven Pet Health, with a Facebook logo below it.
- Options**: Two checked checkboxes: 'Automatically include my signature on new messages that I compose' and 'Automatically include my signature on messages I forward or reply to'.
- Message format**: A section for choosing whether to display 'From' and 'Bcc' lines, with two unchecked checkboxes. It also includes a 'Compose messages in' dropdown set to 'HTML' and a font size dropdown set to '12pt', along with formatting icons for bold, italic, underline, and text color.
- Reply or Reply all**: A section for choosing a default response when replying from the reading pane.

A red rectangular box highlights the 'Save' button at the bottom right of the settings pane.