## How to use your OFF email signature - a step-bystep guide

## For Outlook:

- The email signature is found in our Resources page here
  - 1. Download the email signature from our <u>Resources page</u> to your desktop.



2. Go into your Outlook and type 'signature' in the search tab. Under 'Actions', hover over 'signature' and click 'signatures' on the right-hand side.

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Suggested Searches			
♀ signature			
Actions			
Signature		>	Bianca Cruz
Get Help on			<u>S</u> ignatures
Get Help on "signature"			

3. Click 'new' and type a name for the signature.

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ele <u>c</u> t signature to	o edit	Choose default signature	
		<ul> <li>E-mail account: b.cruz@blackdog.org.au</li> </ul>	
		New messages: (none)	
		Replies/forwards: (none)	
Delete	<u>N</u> ew Sa	Rename	
di <u>t</u> signature		New Signature ? ×	
Calibri (Body)	⊻ 11 ⊻ B I	Aute Type a name for this signature:	
		Bianca Cruz	
		OK Cancel	

4. To insert the email signature, hover over the 'pictures' icon and select the downloaded graphic.



5. To link your fundraising page to your email signature, click on the graphic, hover over the 'hyperlink' icon on the right and paste the URL link of your fundraising page into the 'Address' tab.

Link to:	Text to display	< <selection document="" in="">&gt;</selection>	ScreenTig	
e Existing File or	Look in:	🖹 Documents 🗸 🚰		
Web Page	Current	Adobe	Bookmark	
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ل <u>mail</u> Address	Address:	https://www.onefootforward.org.au/fundraising		~
		OK	Cancel	
Calibri (Body)	11			
Bianca Cru	7			^
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Black Dog Institute	Support my walk for mental health and help fund critical, life-changing research	1	

6. Click 'OK' and start using your new One Foot Forward signature!

• The email signature is found in our Resources page here

1. Download the email signature from our <u>Resources page</u> to your desktop.



2. In your Gmail, hover over the 'settings' icon on the top right, click 'All settings', then select 'General'.

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+ Compose		Settings						
Inbox Starred Snoozed Sent Drafts	3	General Labels Inbox Acco Button labels: Learn more My picture: Learn more Create contacts for auto-complet	Ints Filters and Blocked Addresses Forwarding and PC Forwarding and PC Text Choose a picture you'd like people to see when you email the When I send a message to a new person, add them to C I'll add contacts myself	DP/IMAP Add-ons Chat and M hem or interact in Google product Other Contacts so that I can auto-	leet Advanced Offline Ther 5. complete to them next time	nes		0 0
Meet New meeting My meetings		Signature: (appended at the end of all outgoing messages) Learn more Personal level indicators:	No signatures + Create new No indicators					+

3. Scroll down to 'Signatures', click 'Create new' and create a name for your signature.

Signature: (appended at the end of all outgoing messages) Learn more	Bianca Cruz	1	Î	1
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	Signature defaults FOR NEW EMAILS USE No signature	on N e quoted	N REPL' lo sigr d text	N/FORWARD USE auture  in replies and remove the "~" line that precedes it.

4. Hover over the 'pictures' icon and upload your downloaded email signature.

/eb Address (URL)	My Drive	Upload		
			Drag a file l	here
			Or, if you prefer	Geyes
10, 10, 10, 10, 10, 10, 10, 10, 10, 10,			1. M.	

5. To link your fundraising page to your email signature, click on the graphic, hover over the 'hyperlink' icon on the bottom right and paste the URL link of your fundraising page into the 'Web Address' tab.



6. Click 'OK' and start using your new One Foot Forward Signature!