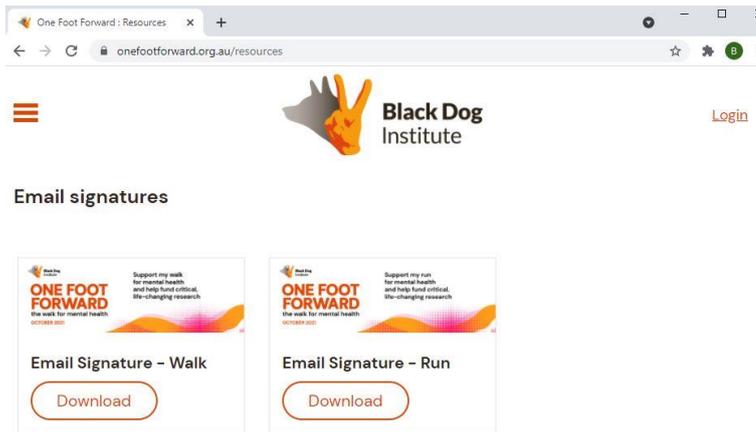


How to use your OFF email signature - a step-by-step guide

For Outlook:

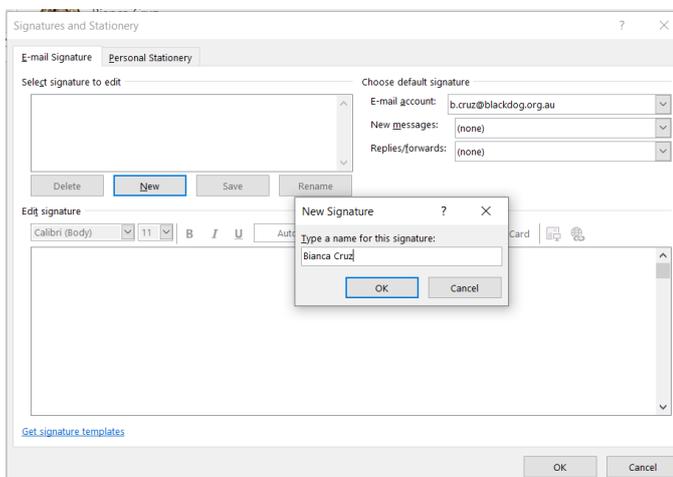
- The email signature is found in our Resources page [here](#)
 1. Download the email signature from our [Resources page](#) to your desktop.



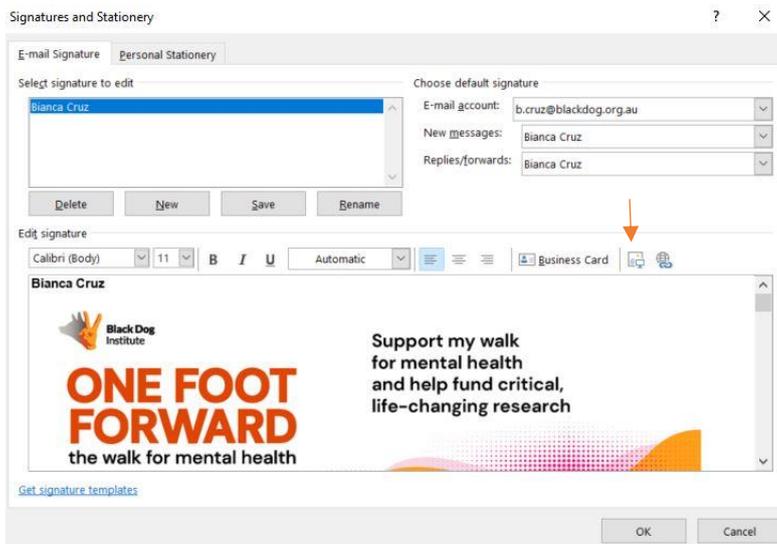
2. Go into your Outlook and type 'signature' in the search tab. Under 'Actions', hover over 'signature' and click 'signatures' on the right-hand side.



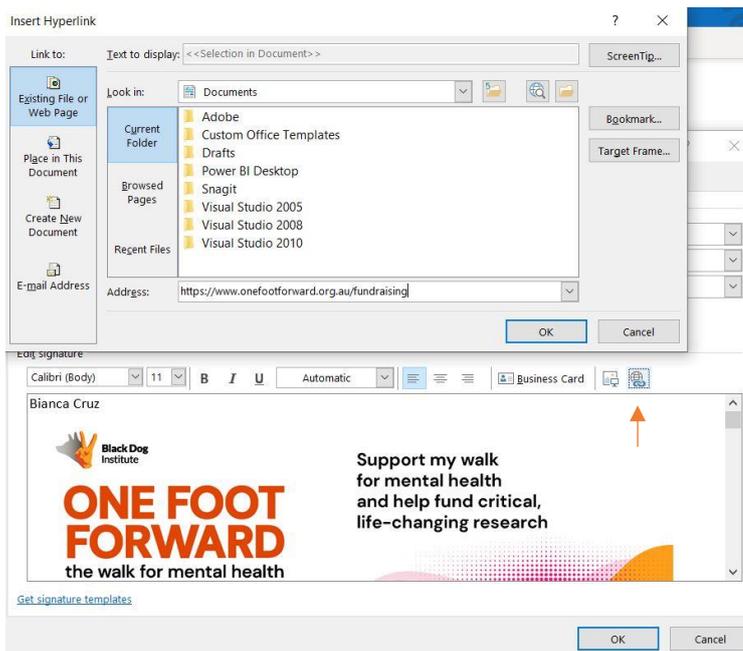
3. Click 'new' and type a name for the signature.



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



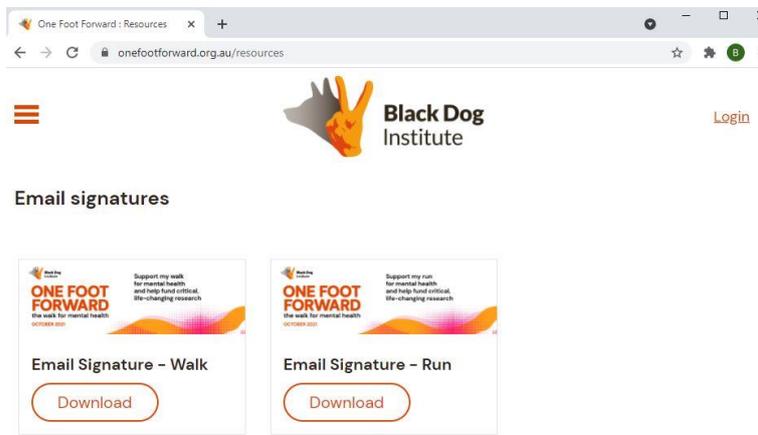
5. To link your fundraising page to your email signature, click on the graphic, hover over the 'hyperlink' icon on the right and paste the URL link of your fundraising page into the 'Address' tab.



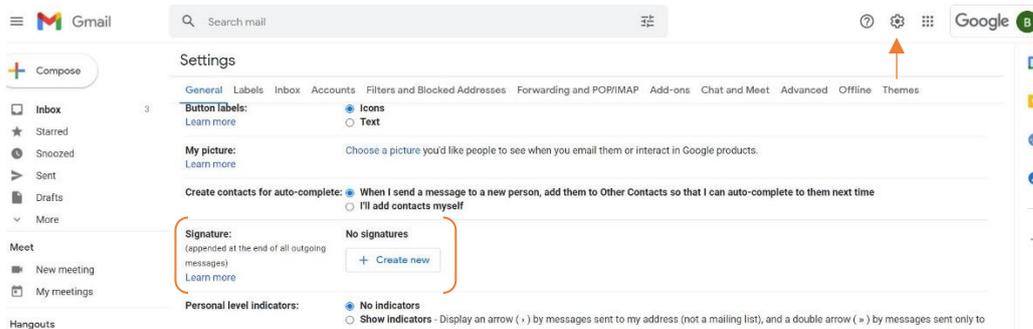
6. Click 'OK' and start using your new One Foot Forward signature!

For Gmail

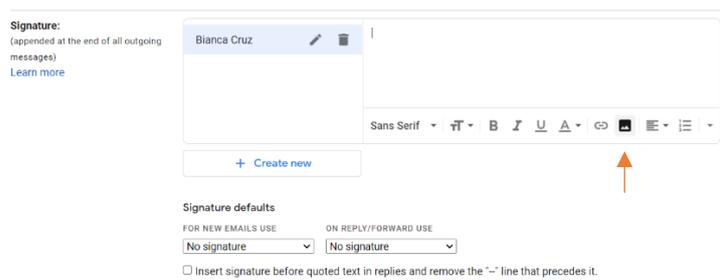
- The email signature is found in our Resources page [here](#)
- Download the email signature from our [Resources page](#) to your desktop.



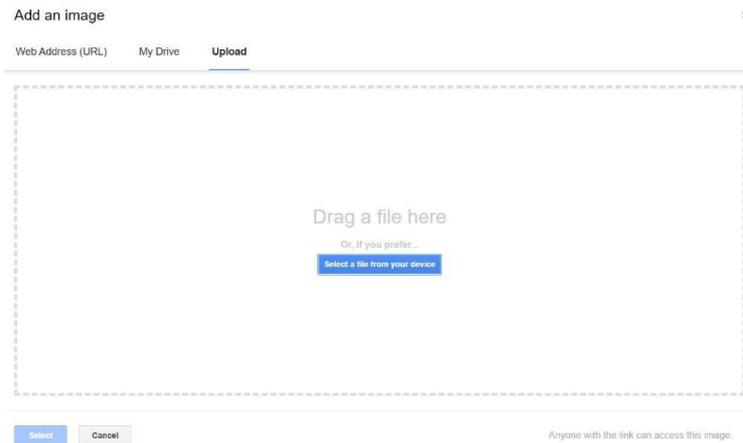
- In your Gmail, hover over the 'settings' icon on the top right, click 'All settings', then select 'General'.



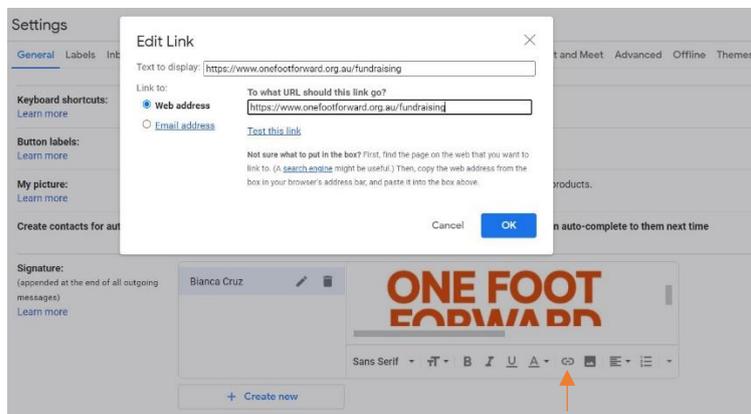
- Scroll down to 'Signatures', click 'Create new' and create a name for your signature.



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



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!