EMAIL SIGNATURE SET UP GUIDE

Let your networks and contacts know that you're taking on the Move Over October Challenge and raising money for Monash Children's Hospital.

The Move Over October team has created an image to add to your email signature to let people know you are participating and that they can donate to you directly by clicking the link.

This is designed for use in Outlook with the image hyperlinked to your personal fundraising page.

If you use a system other than Outlook, you may need extra assistance setting this up and including the link to donate.
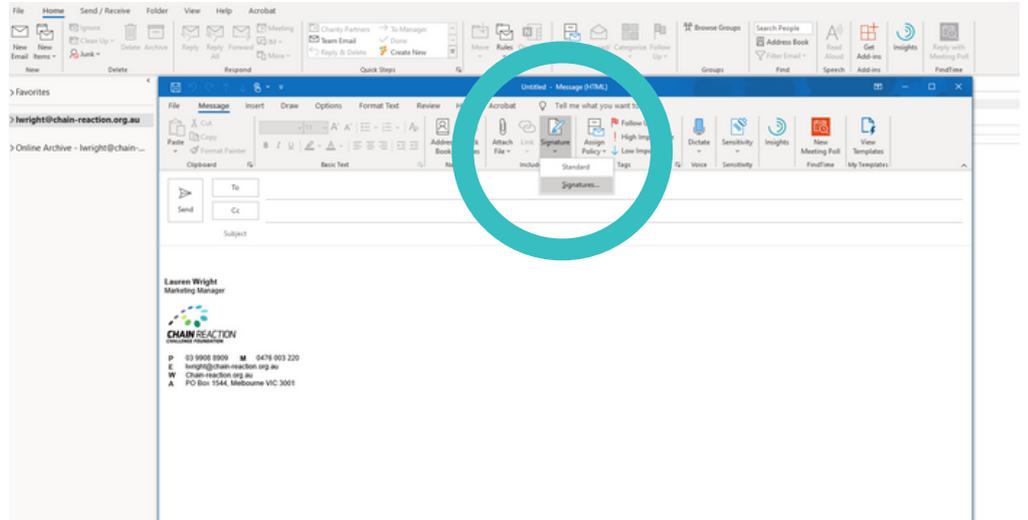
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Insert Move Over October Email Signature

Note: This instruction manual is for Microsoft Outlook only. Users of Apple's Mail program or web based mail applications such as Gmail, may not have the ability to insert an image into their email signature.
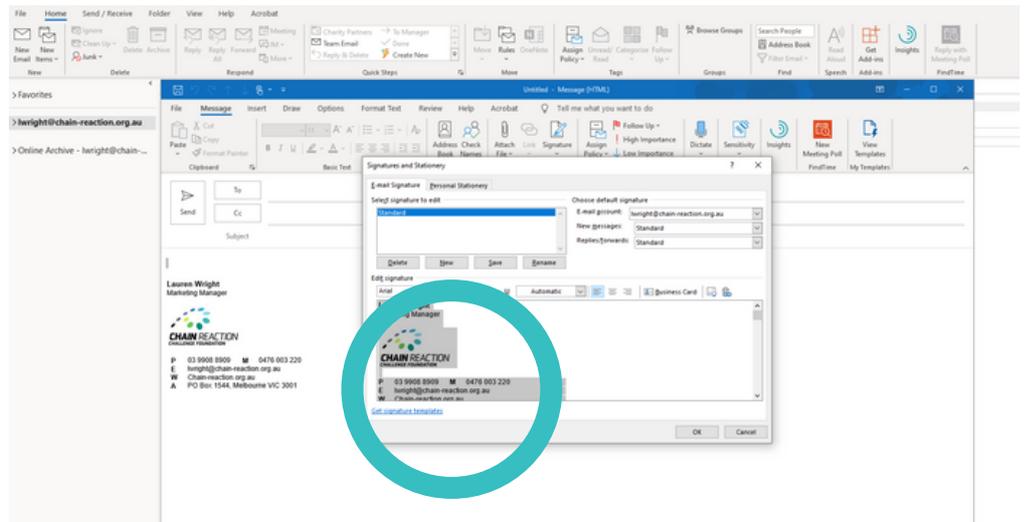
STEP 1

Open a new email in Microsoft Outlook and select 'Signatures' in the toolbar (maximise the window if you don't see the signature option).
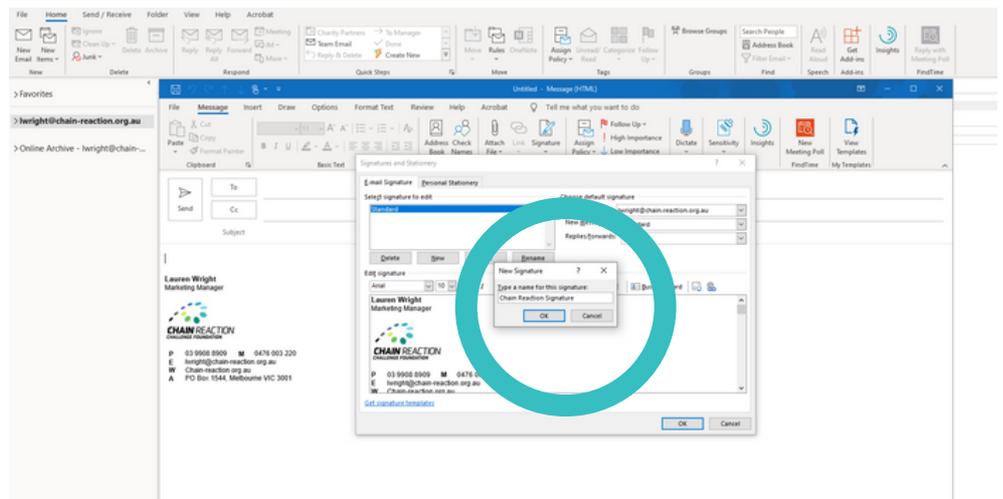

STEP 2

Copy your original email signature text.

STEP 3

Click the 'new' button to prepare a new signature and save the new signature as file called 'Move Over October Signature' or similar. Click OK.
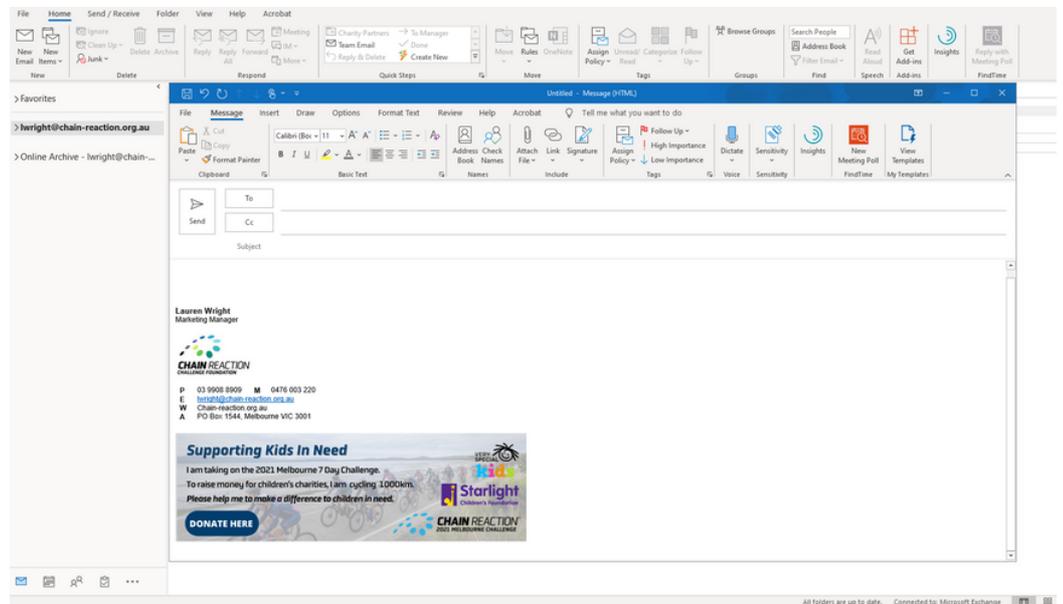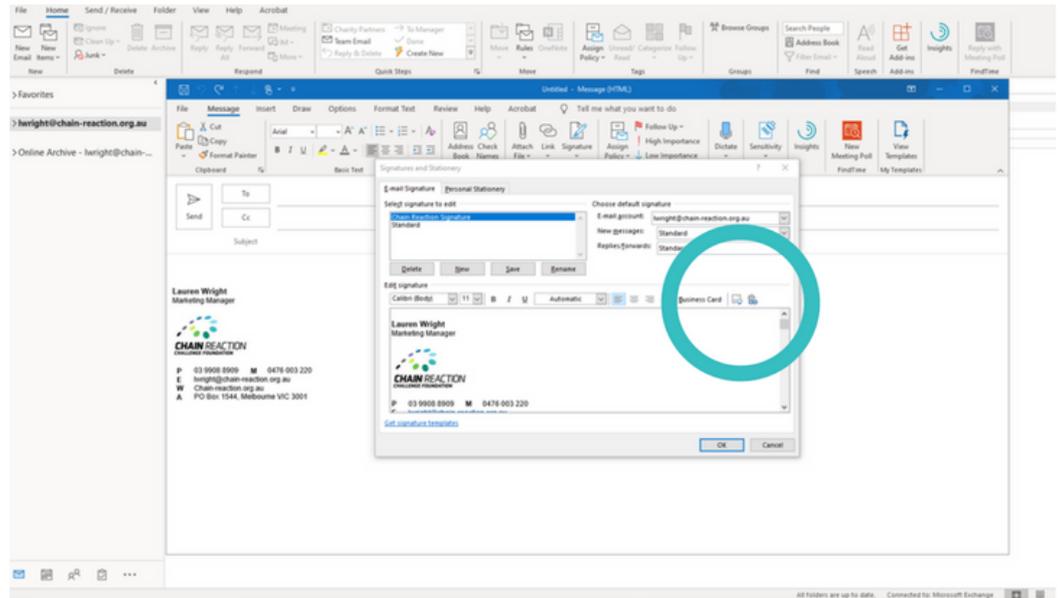
STEP 4

Paste in your original email signature text and make a space where you would like to insert the Move Over October email signature image.
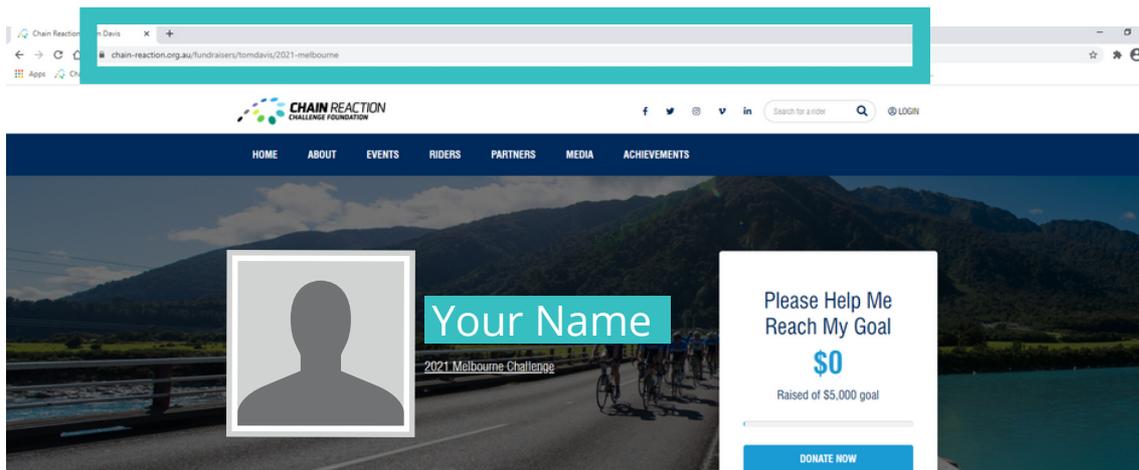
Then click the Insert Image button.

Select the file from wherever it is saved on your computer.

The image will place in the correct spot. It should not need to be resized.

STEP 5

Go to your specific page on the Move Over October website and copy the website domain address. Make sure you copy the whole address.
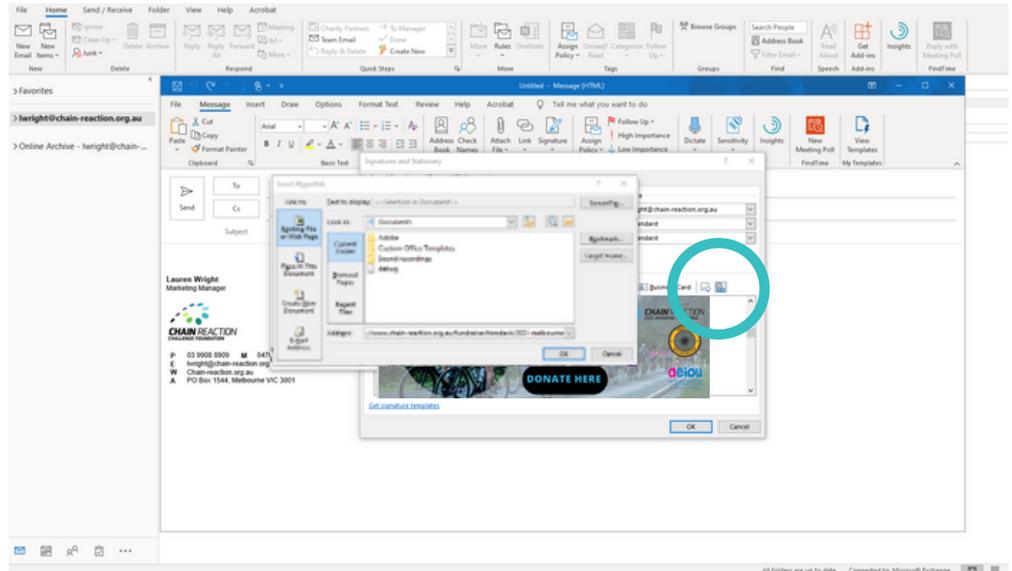
STEP 6

Go back to signatures, click on the image you just pasted (you'll see the dotted line around the image).

Click the 'hyper-link' button

Paste the copied web address into the 'Address' bar and click ok.

STEP 7

Select the option for new messages to include this newly created signature. Then click OK.

Open a new email and select the new Move Over October email signature from the signature drop down button used earlier.

Send an email to yourself so you can check that the link works and takes people directly to your fundraising page.