



# Insert your Chain Reaction Email Signature Image

## **Note:**

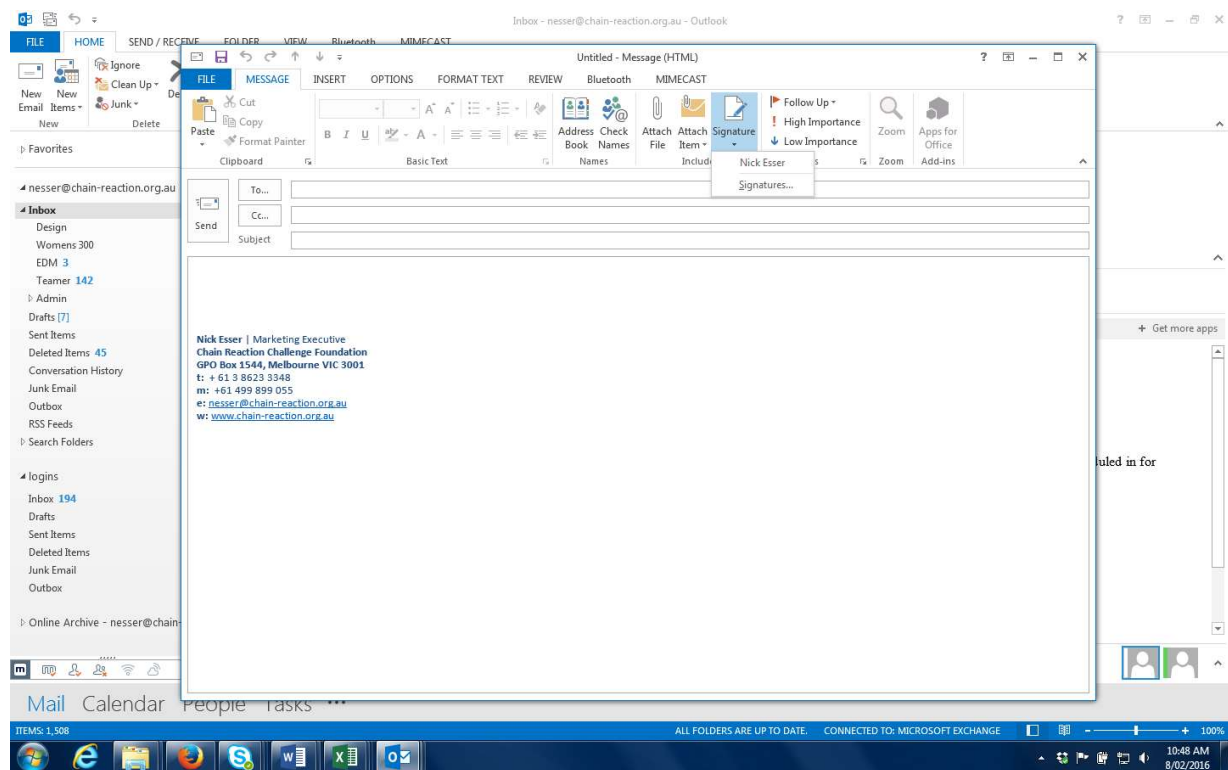
This instruction manual is for Microsoft Outlook only.

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. If you use such email programs and are having difficulty, please phone Chain Reaction Marketing Manager,

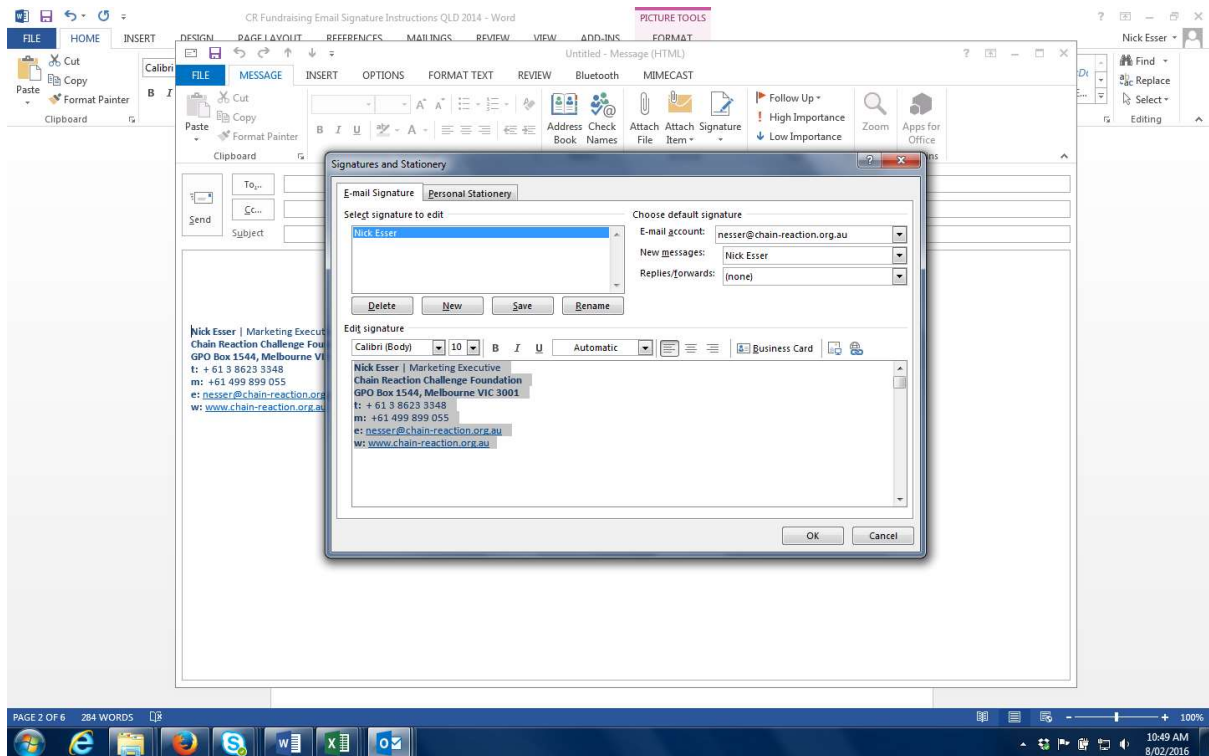
Cori Wilder on (03) 8623 3348

or email [cwilder@chain-reaction.org.au](mailto:cwilder@chain-reaction.org.au)

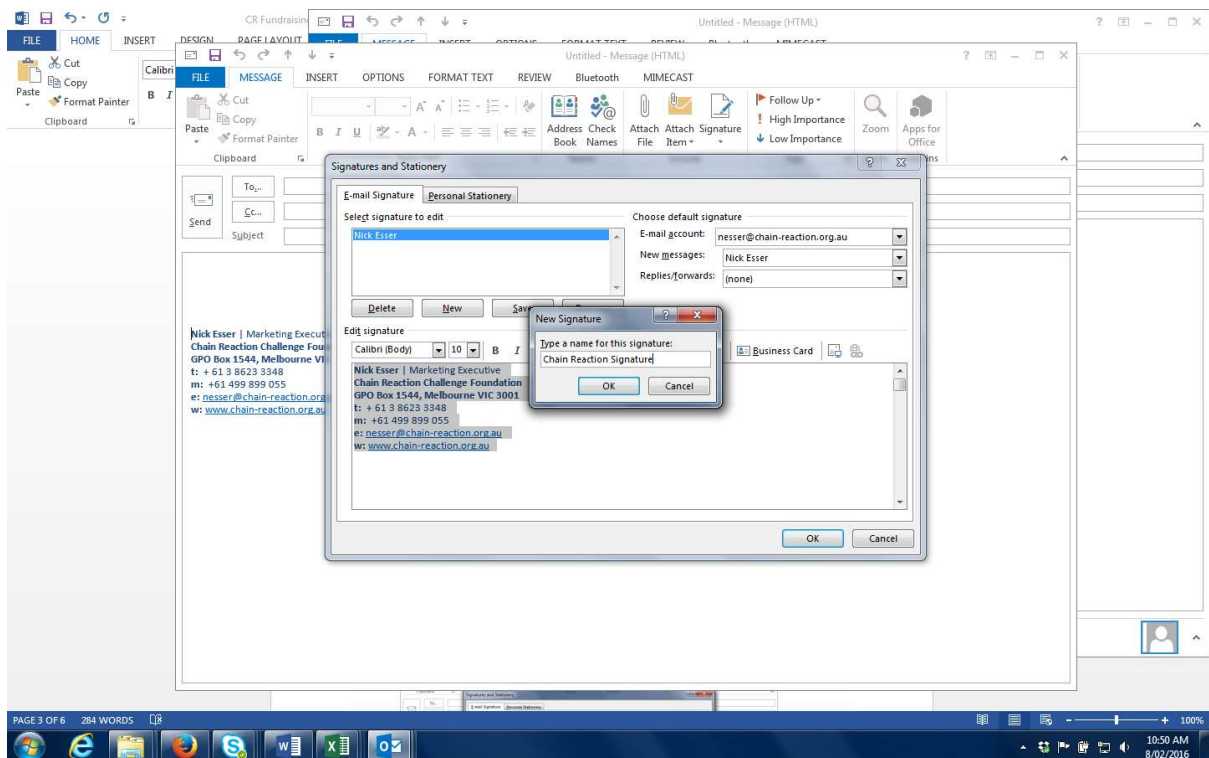
**Step 1:** Open a new email in Microsoft Outlook and select 'Signatures' in the toolbar (maximise the window if you don't see the signature option)



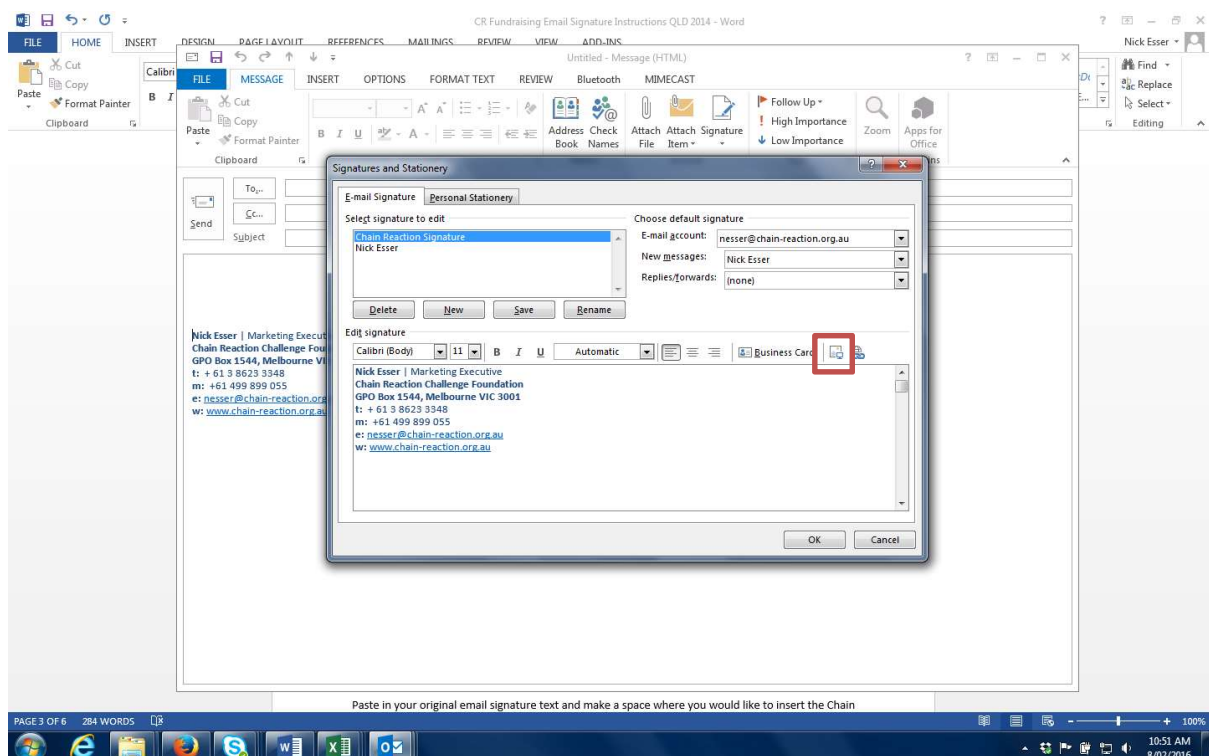
**Step 2:** Copy your original email signature text



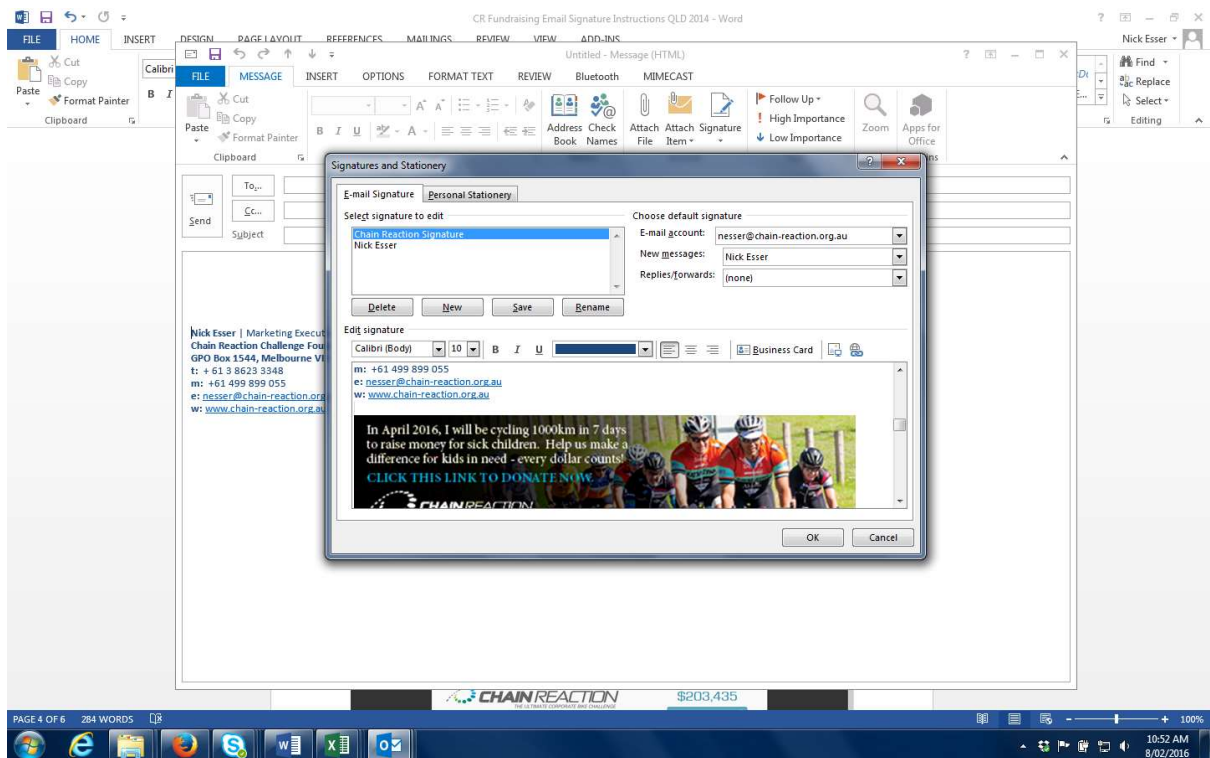
**Step 3:** Click the 'new' button to prepare a new signature and save the new signature as file called 'Chain Reaction Signature' or similar. Click OK.



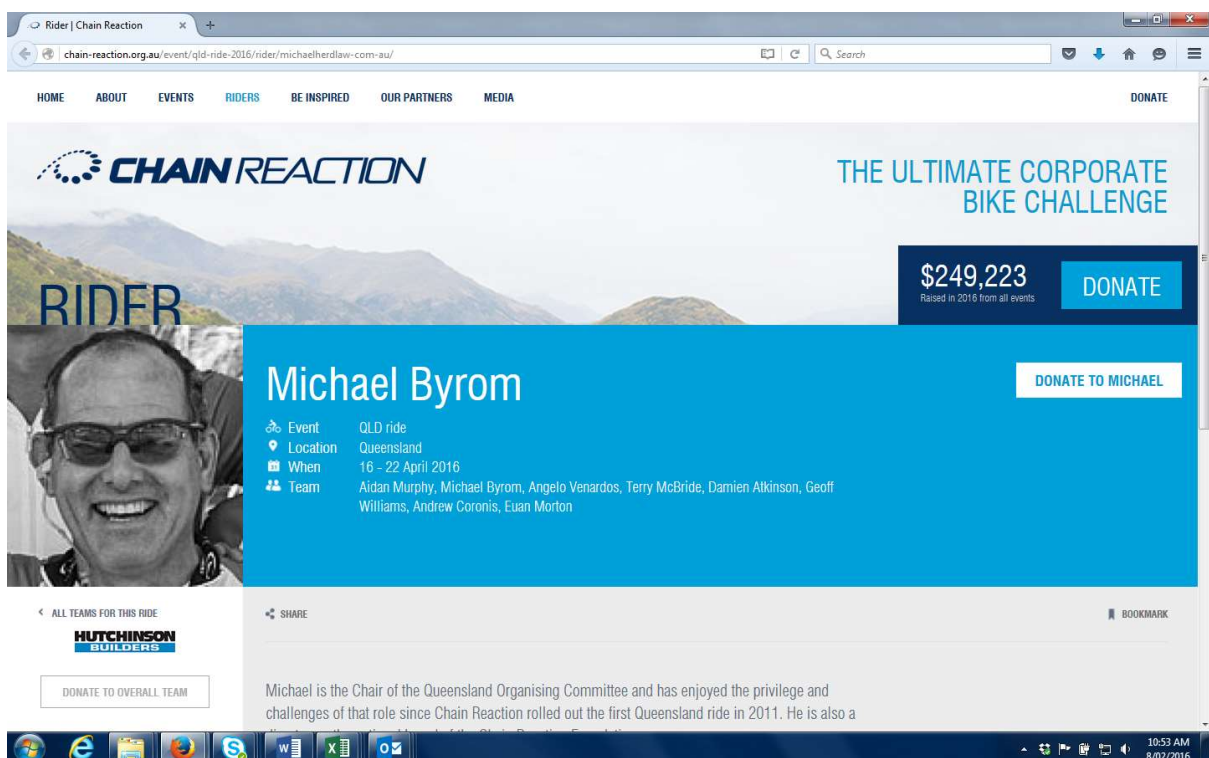
**Step 4:** Paste in your original email signature text and make a space where you would like to insert the Chain Reaction email signature image. Then click the insert image button (in red box) and select the file from wherever it is saved on your computer.



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

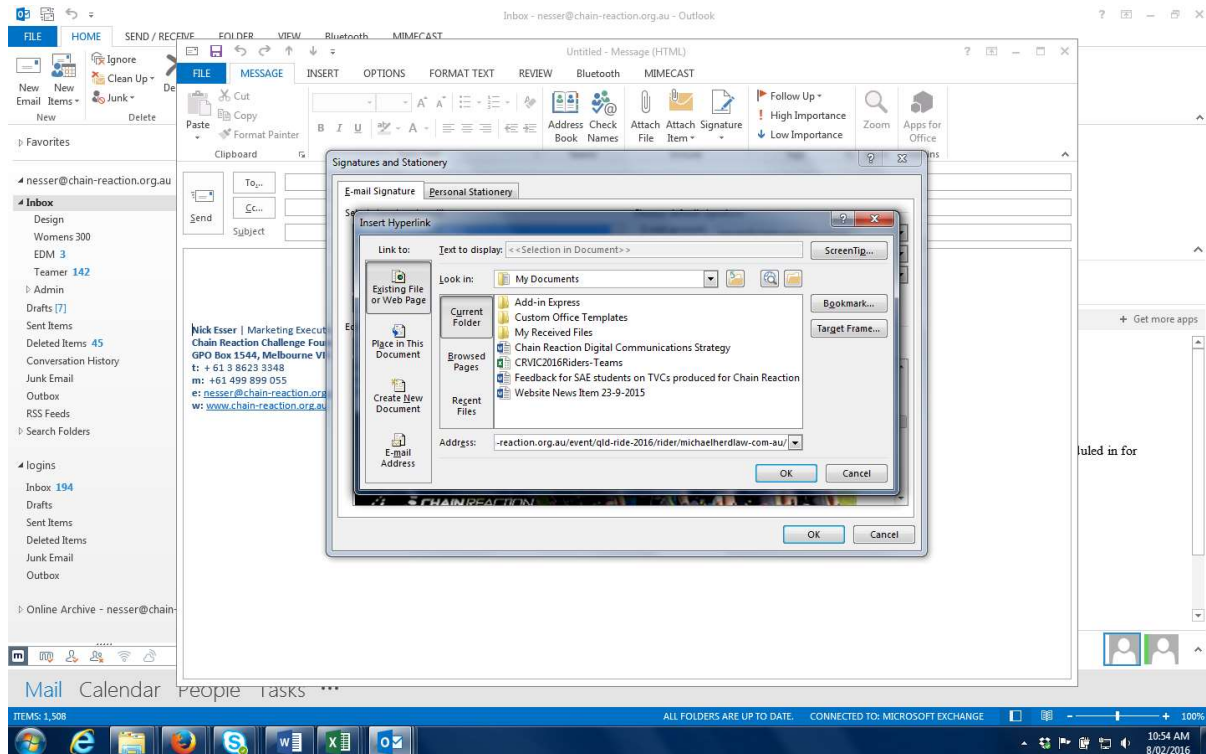


**Step 5:** Go to your specific page on the Chain Reaction website and copy the website domain address. Make sure you copy the whole address.



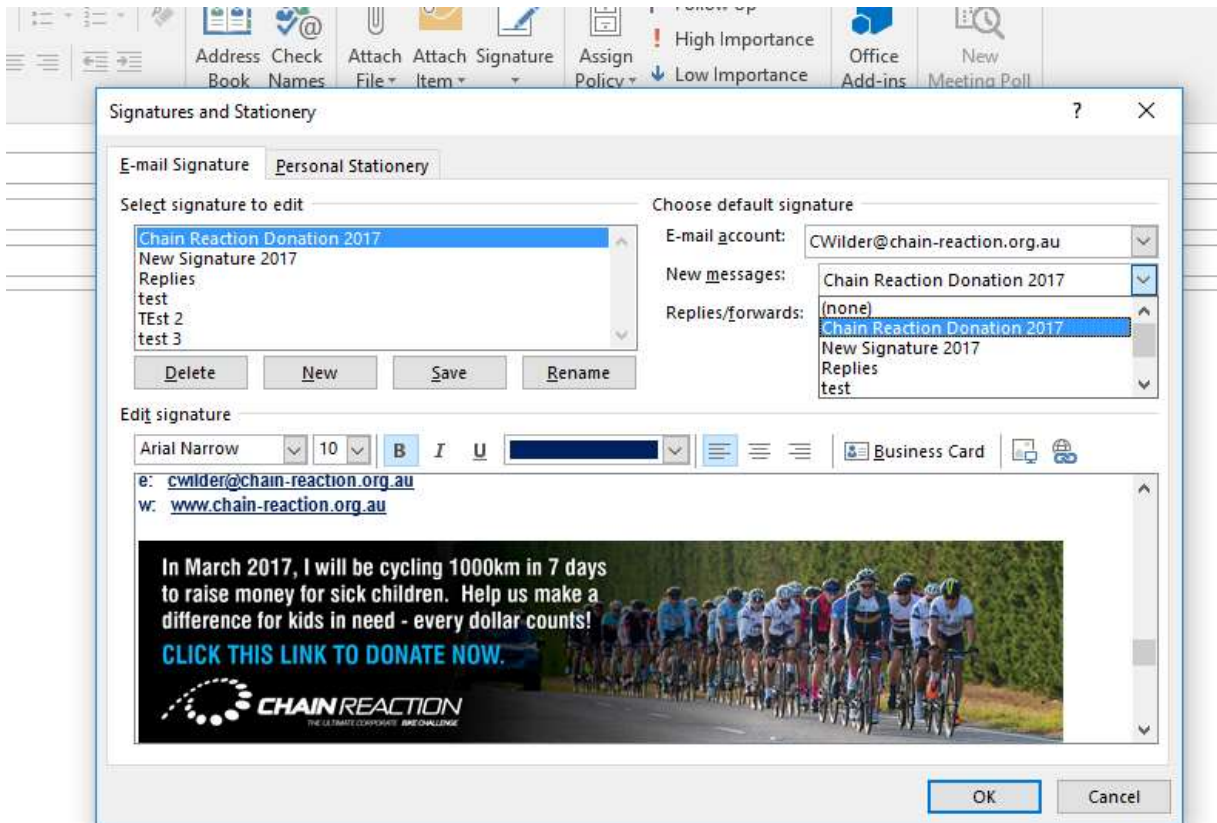
**Step 6:** Go back to signatures, click on the image you just pasted (you'll see the dotted line around the image).

Click the 'link' button which is directly to the right of the image insert button used previously (it has an icon with a globe and chain in it). Paste the copied web address into the 'Address' bar and click ok.





**Step7:** Select the option for new messages to include this newly created signature.



Then click OK.

Open a new email and select the new Chain Reaction 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.

If you have any problems, please contact Cori Wilder on (03) 8623 3348 or email [cwilder@chain-reaction.org.au](mailto:cwilder@chain-reaction.org.au)

