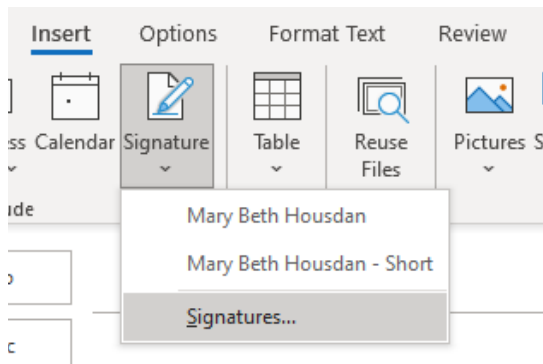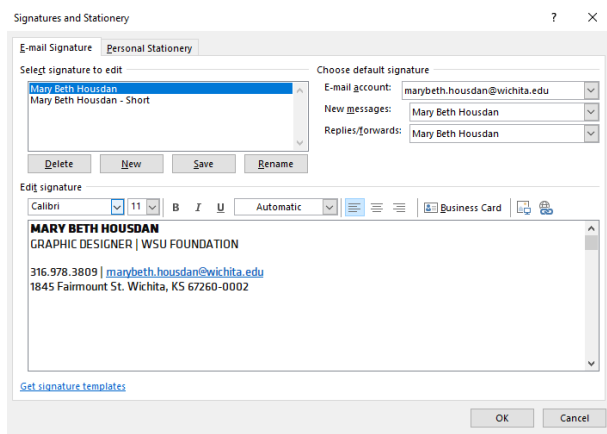# EMAIL SIGNATURE PROCEDURES

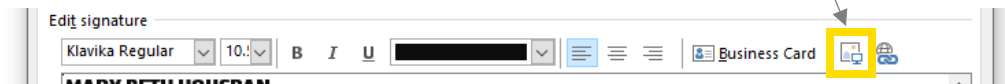1. Download the **email signature graphic** from the **Ambassador Toolkit**.

2. Start a **New Email** within Outlook and open the **Insert** tab.

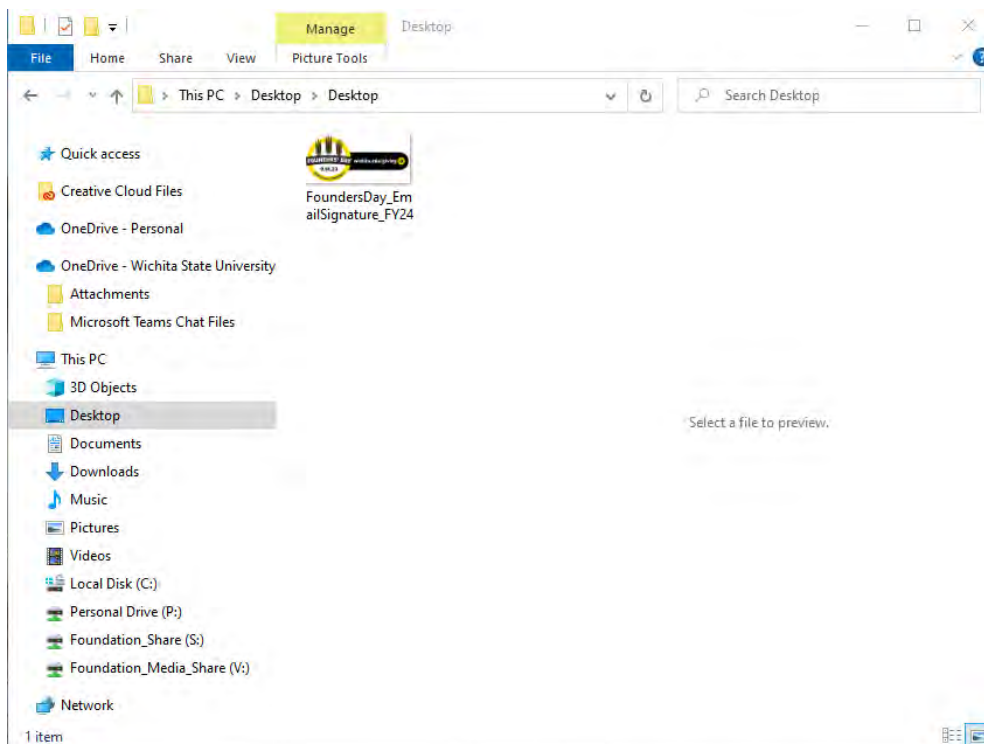   Click the **Signature** menu and then select **Signatures...**

3. Select the desired signature to **edit.**

4. Insert the Founders' Day graphic by selecting the **image finder icon**.
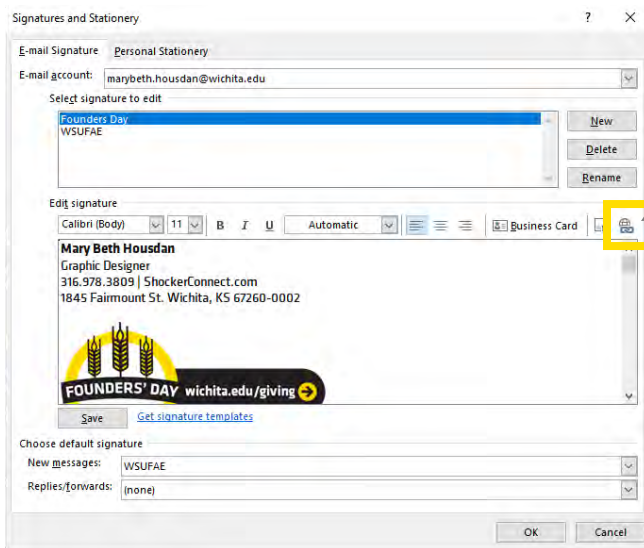

Navigate to the downloaded signature file and click **Insert.**

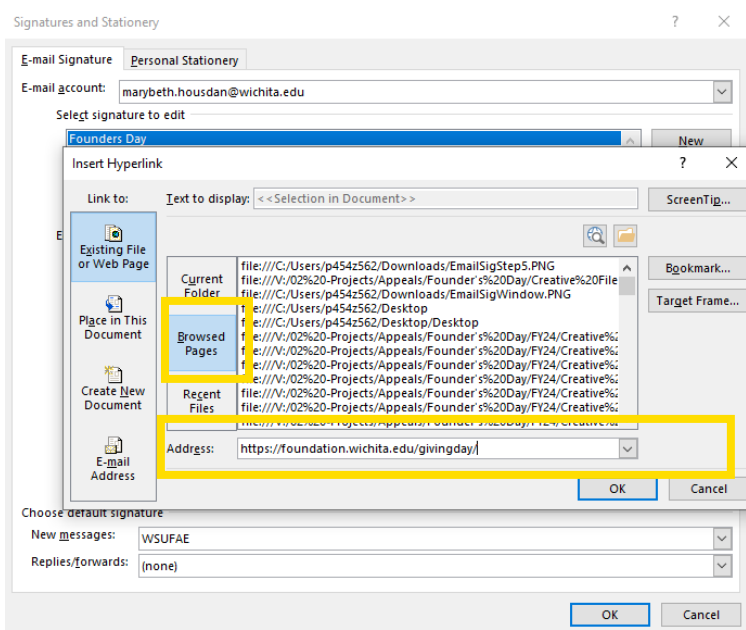5. **Hyperlink** the image to the Founders' Day landing page.

Select the new Founders' Day image within the editor field and then click the **hyperlink icon**.
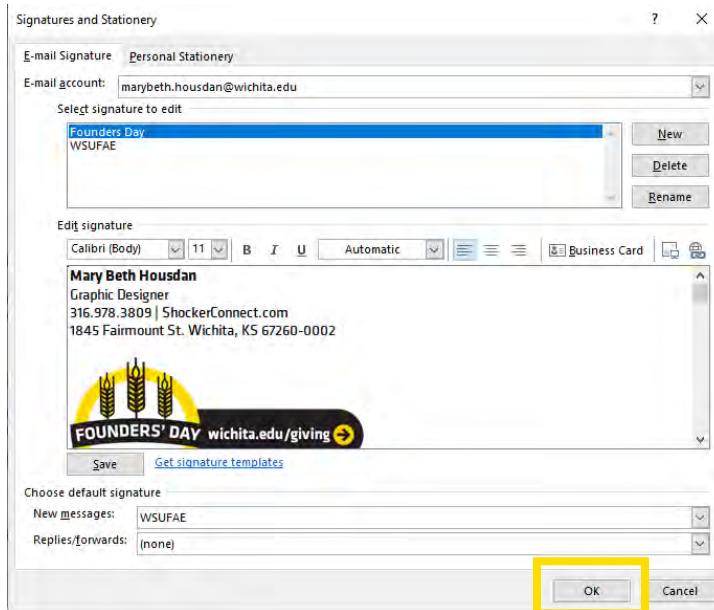

Select the **Browsed Pages** tab and **enter** the following **URL** into the **Address** field:

https://foundation.wichita.edu/givingday/

Click ok.

6. Within the signatures dialog box, **confirm** the signature looks as intended and then **select ok**.

7. The updated signature will now **appear on any new email**.

Please remove the Founders' Day emblem after September 14.