

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.

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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**.

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

Please remove the Founders' Day emblem after September 14.
