Adding the We Give Signature and Graphic in Outlook and Outlook on the Web

Help us encourage others to give by adding an optional WE GIVE badge to your email signature.

In OUTLOOK:

Go to FILE, OPTIONS, MAIL

Select "Signatures"

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This is the signature that will, by default, appear at the bottom of all your emails.



Press <return> <u>after the last line in your signature</u> and select the 'image' icon highlighted below.

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Copy and paste the following URL in the file name section:

https://www.ohiohealth.com/siteassets/external-images/wegive-email-signature.jpg

Select "Insert" and press OK.

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Select "OK" to save the signature file.

In OUTLOOK on the WEB:

Select the Settings Cog.

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Select View all Outlook Settings

View all Outlook settings 😒

Select Mail, Compose and Reply, Email Signature

Settings	Layout	Compose and reply				
✓ Search settings	Compose and reply					
ن General	Attachments	Email signature Create a signature that will be automatically ad				
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View quick cottings	Customize actions					

Press <return> <u>after the last line in your signature</u> and select the 'image' icon highlighted above.

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	Open	Cancel:		

Copy and paste the following URL in the file name section:

https://www.ohiohealth.com/siteassets/external-images/wegive-email-signature.jpg

Select "Open" and press OK.

Email signature

Create a signature that will be automatically added to your email message



Press SAVE at the bottom of the screen.