

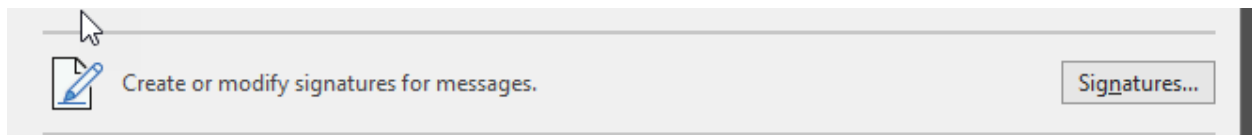
Adding the We Give Signature and Graphic in Outlook and Outlook on the Web

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

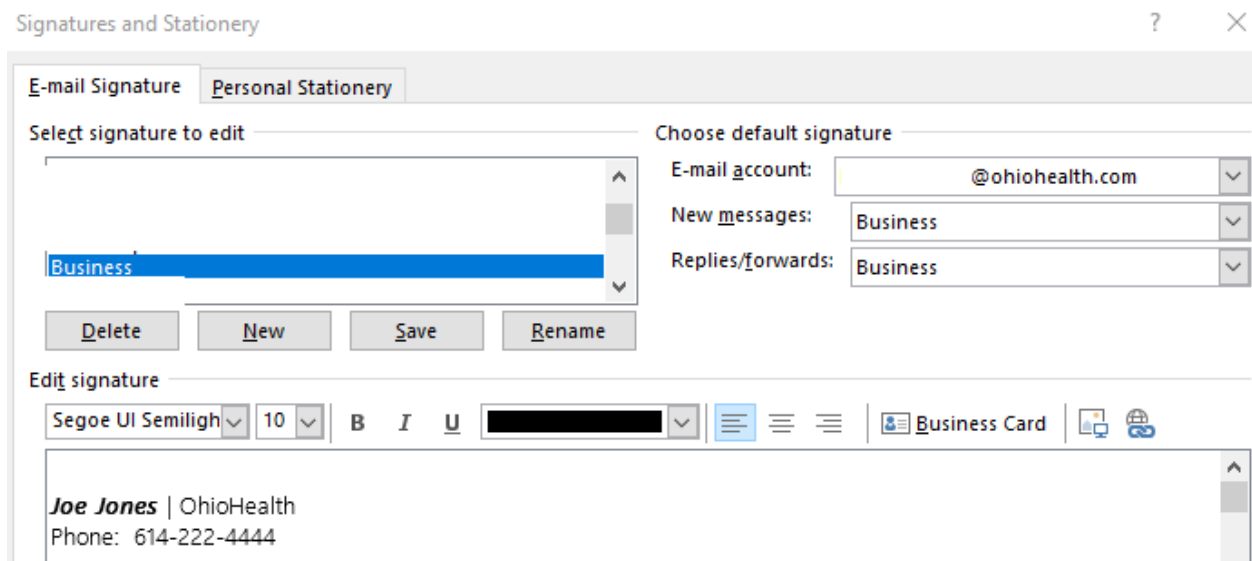
In OUTLOOK:

Go to FILE, OPTIONS, MAIL

Select “Signatures”



Select “Business”

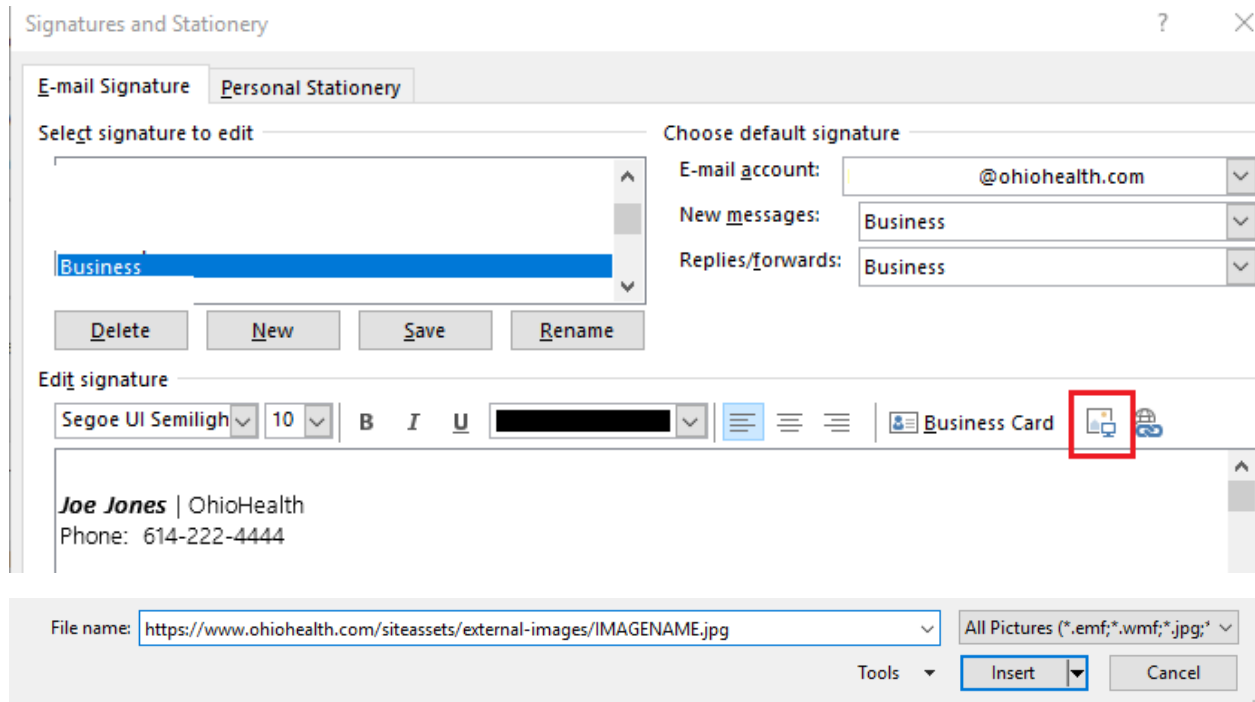


This is the signature that will, by default, appear at the bottom of all your emails.



Press <return> after the last line in your signature and select the ‘image’ icon highlighted below.

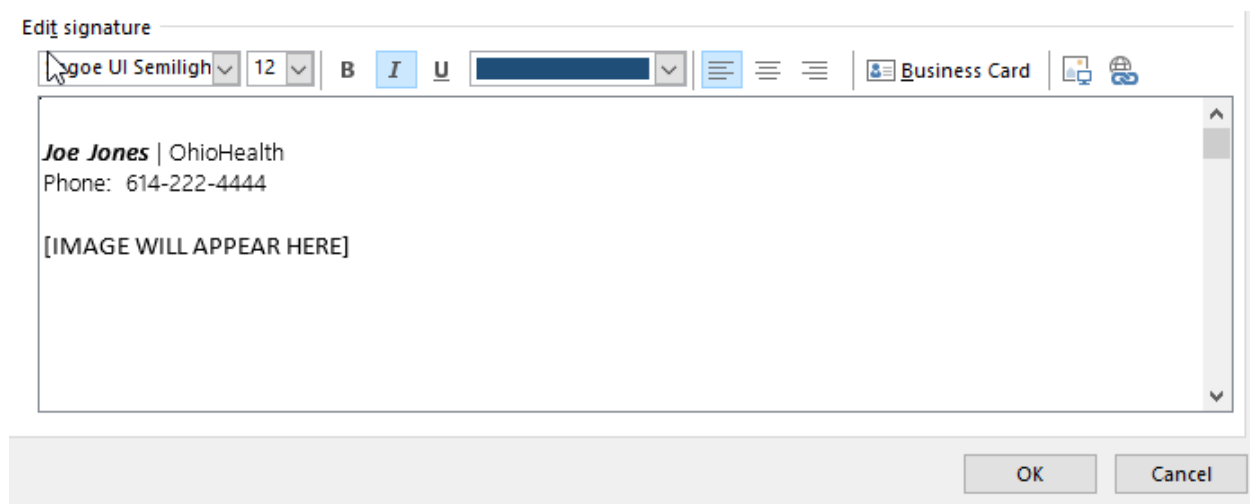
Adding the We Give Signature and Graphic in Outlook and Outlook on the Web



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.



Select "OK" to save the signature file.

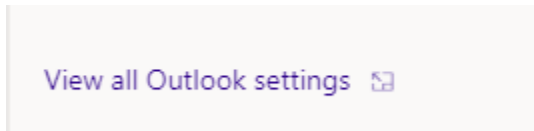
In OUTLOOK on the WEB:

Select the Settings Cog.

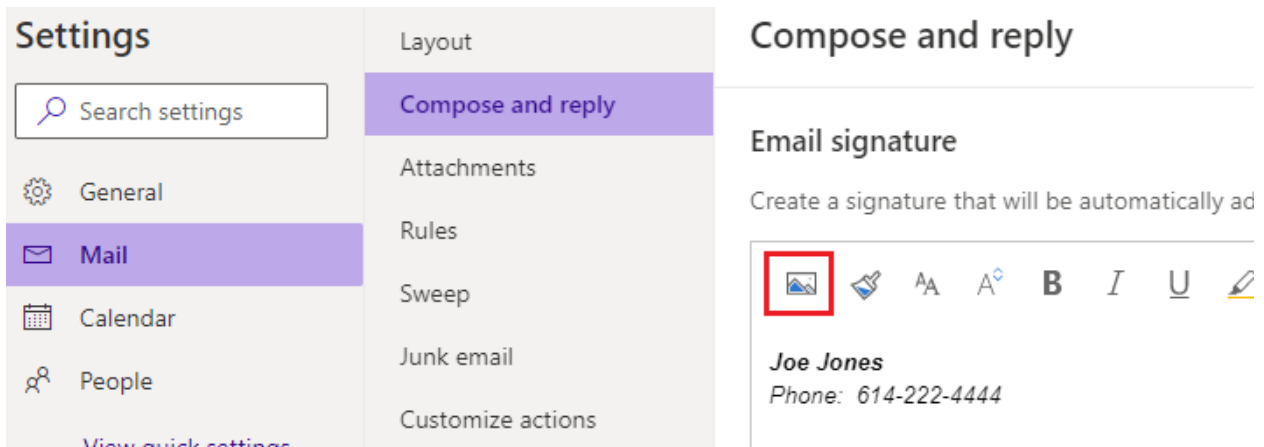
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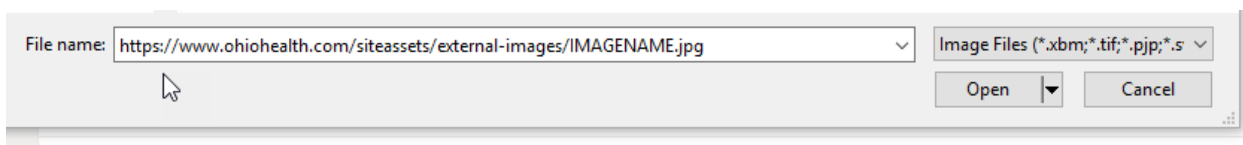
Select View all Outlook Settings



Select Mail, Compose and Reply, Email Signature



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



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.

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

Email signature

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



Joe Jones
Phone: 614-222-4444
I
[IMAGE will display here]

Press SAVE at the bottom of the screen.