

Here's a bulleted list of instructions for creating an email signature in Outlook:

- 1. Create a New Signature:**
 - Open email messages in Outlook.
 - Click on the "Gear" icon which is your "Settings" - *Top right*
 - Click on word "Account" - *Left side*
 - Now select "Signatures."
 - Click "New" to create a new signature.
 - Give your signature a name: GivingTuesday 2024
- 2. Customize Your Signature:**
 - **Space:** Just above your current text signature, place your cursor and hit the "return/enter" button at least three times leaving space between your giving Tuesday signature and your current email signature.
 - **Image:** Insert the GivingTuesday image by clicking the "Insert Picture" icon.
 - **Formatting:** Click on the photo and stretch the corners to adjust size and alignment to your liking
- 3. Add Clickable Link to Signature/ Hyperlink:**
 - Click on image to highlight full photo
 - Now click on the "link/chain" icon to insert link.
 - Copy and Paste the link below into the box title web address title:
<https://laep.org/get-involved/donate/>
 - Click Okay
- 4. Save Your Signature:**
 - Once you've finished customizing your signature, click "Save" to apply the changes.

Remember to choose the appropriate signature for each email you send. You can create multiple signatures for different purposes and select them as needed.

If you need further assistance, please contact, LaCora Stephens, our new Director of Marketing and Communications:

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