How to add our campaign logo and social media handles to your signature in Outlook:

Add links to your current email signature

1. In Outlook, on the Home tab, choose New E-mail.
2. On the Message tab, in the Include group, choose Signature > Signatures.
3. On the E-mail Signature tab, in the Edit signature box, choose the name you want to modify.
4. In the Edit signature text box, add a new line beneath the current signature.

Tip: Position your cursor at the end of the line with the signature, and then press Enter.

5. Choose Picture, go to the folder where you saved your icons, and then choose the social networking service icon you saved.

6. Choose Insert > Hyperlink.
7. In the Address box, enter the web address—for example, Facebook: https://www.facebook.com/UTKnursingrese1/
   Twitter: https://twitter.com/UTKnursingrese1
   Pinterest: https://www.pinterest.com/UTKnursingrese1/
   —for the social network account that corresponds to the icon, and then choose OK.

Tip: Repeat steps 5 through 7 to add the second icon.

8. Choose OK to finish modifying the new signature.
9. Inside the body of the message, on the Message tab, in the Include group, choose Signature, and then choose your newly modified signature.

To request the appropriately sized images and icons, please reach out to Diane (dcarr9@utk.edu) in the ORS office.