



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.