Adding Banner Graphics to Outlook Email Signatures

Quick two step tutorial for adding graphics (+ link) to Outlook Email Signature blocks.

Step 1: Adding Graphic to Signature Block

- 1. Navigate to: Trade Show Email Signature Banners in SalesHUB
- 2. Select the banner you'd like to add to the email signature
- 3. Right click on banner and select 'Copy Image'

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4. Open a new email, click on 'Include' and select applicable 'Signature' to edit.

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5. Paste the copied graphic into signature block below personal info.

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6. Click 'Save'

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Step 2: Adding event link to Email Signature Block Graphic

- Return to the <u>Trade Show Email Signature Banners</u> page on SalesHUB (<u>www.cw-estgroup.com/SalesHUB-HTML/Trade-Show-Event-Banners</u>)
- 2. Right click on light blue 'Event Link' text.
- 3. Select 'Copy Image Link'

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- 4. Return to the Outlook signature block
- 5. Select graphic and Right Click to copy the URL into the graphic using the 'Link' option in drop down menu
- 6. Click 'Save'

Signature block now contains the graphic with link to event. Hovering over graphic will expose the link ensuring it has been saved properly.

