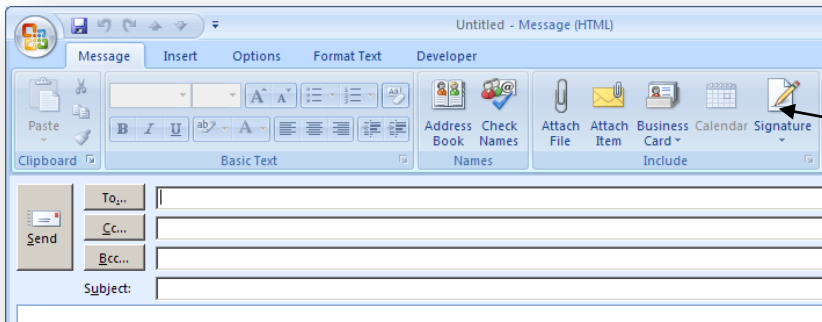
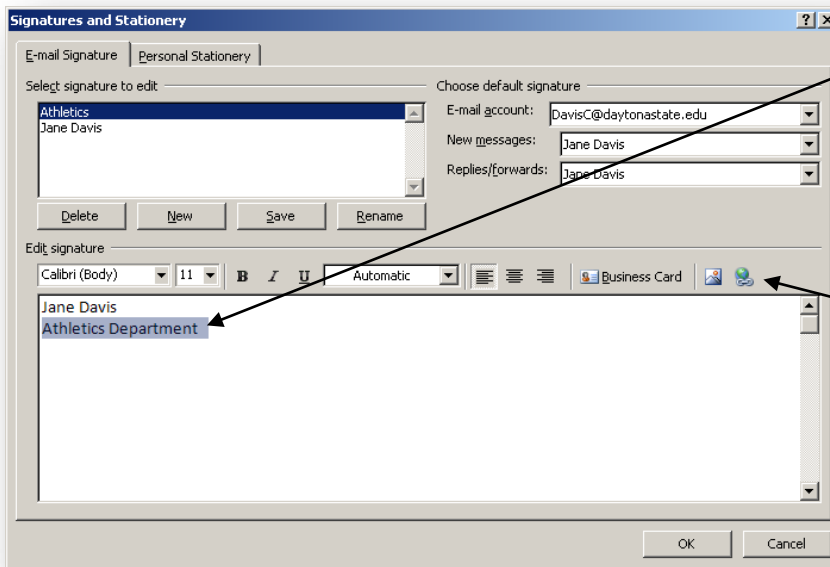


Get more exposure for your department website, by adding a link to it from your Outlook email signature!

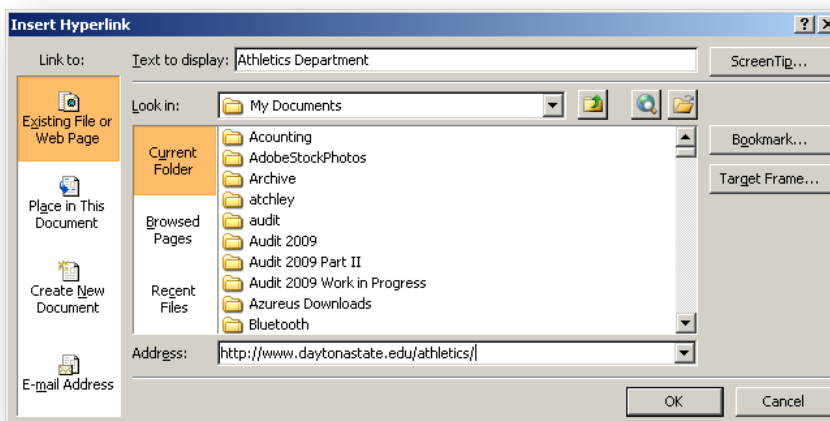


In Outlook, first go to 'create new message'. Then click on the 'signature' icon. Choose whatever signature it is that you want to add a hyperlink to.



Then highlight the text that you want to become the link. If you don't have the text there then just type it and then highlight it.

Next, click on the 'insert hyperlink button'. Which will then display the screen below.



In the 'address' area, type in the URL/hyperlink that you want your selected text above to go to. Include the full URL with http:// before the www.

Then click the 'o.k.' button and you should be all set!