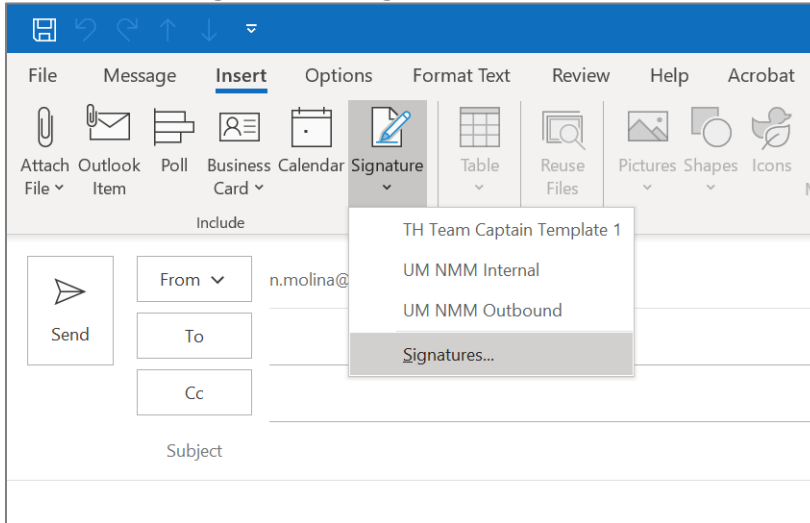
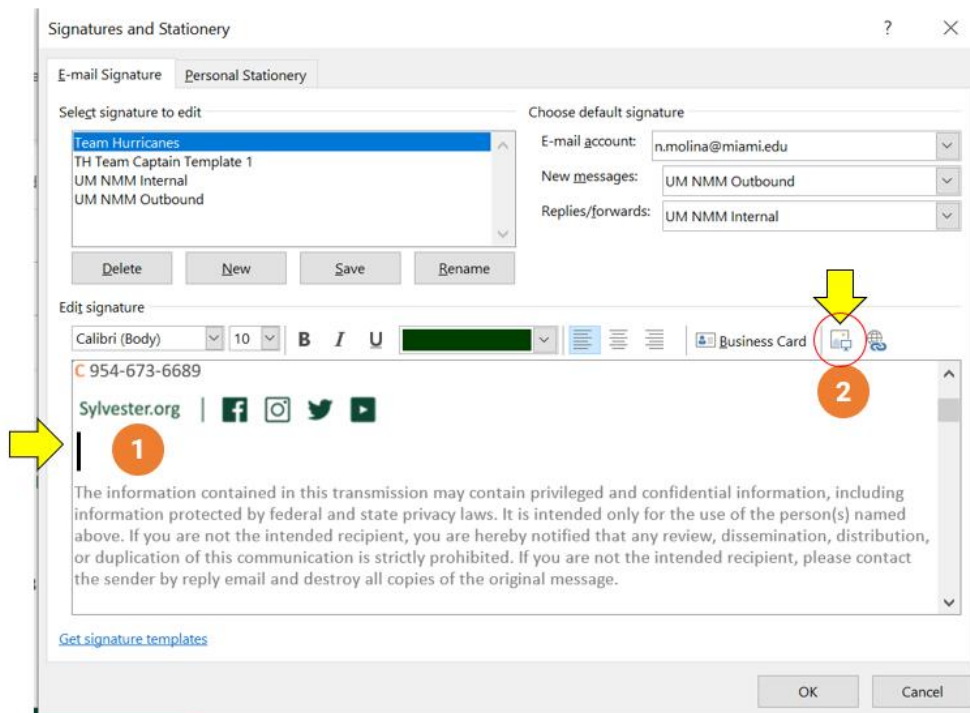


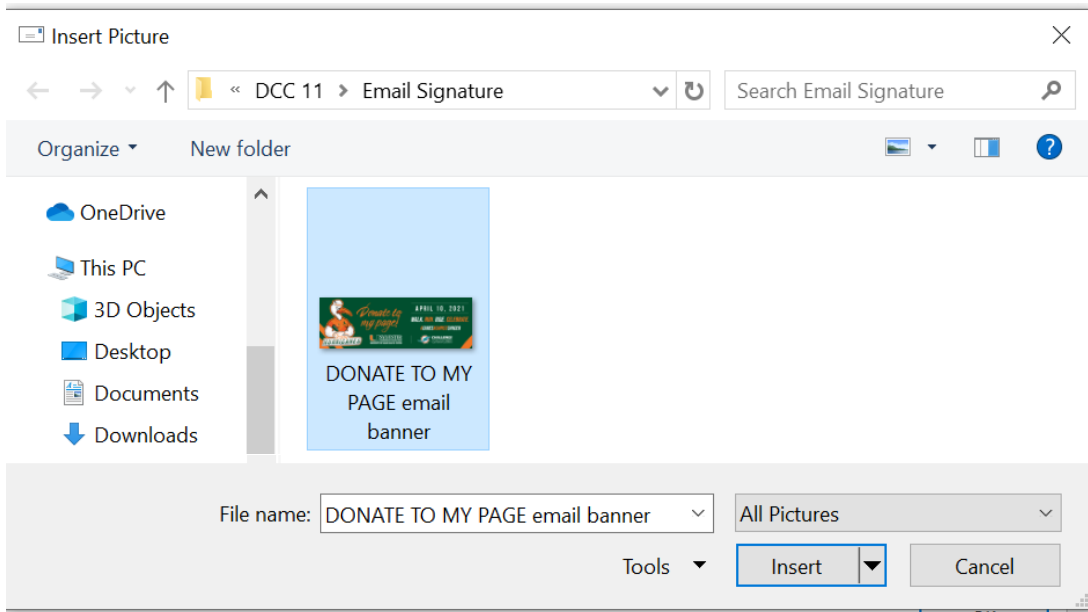
1. In Outlook, click **Home > New Email** to open a new message window, and then click **Insert > Signature > Signatures**. See screenshot:



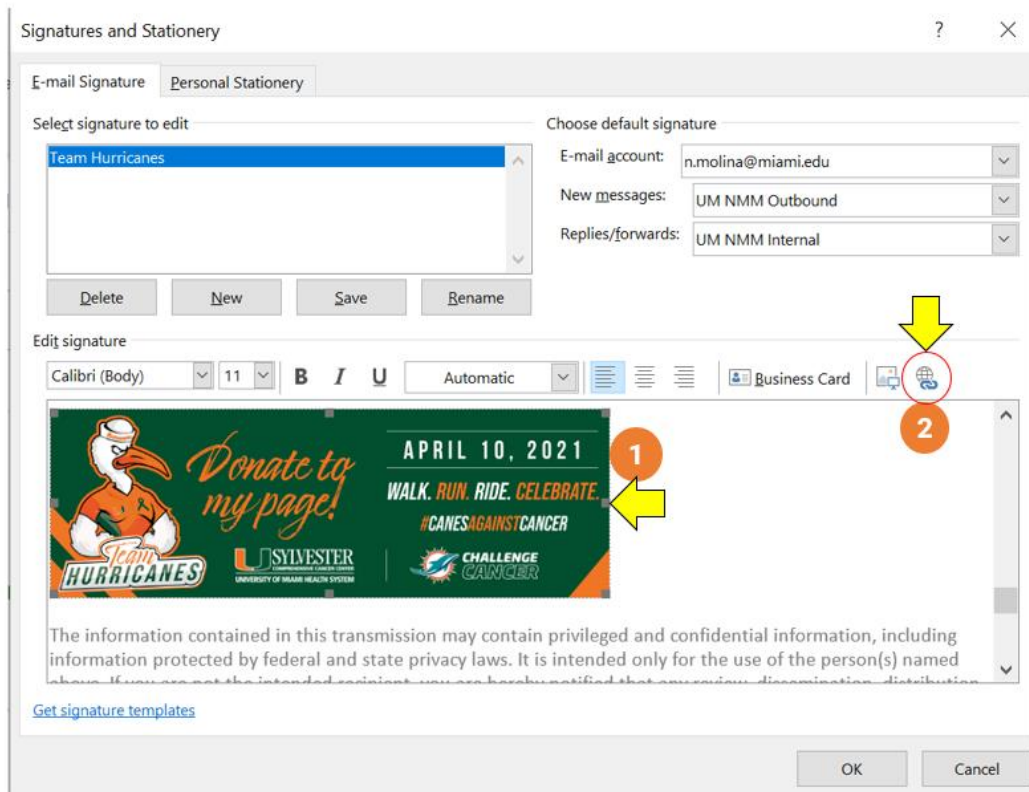
2. In the Signature and Stationery dialog, under **E-mail Signature** tab, click the specified signature in the **Select signature to edit** box to show the signature content in the **Edit signature** box.
3. In the **Edit signature** box, place the cursor you will place the image at, and click the **Image** button. See screenshot:



4. In the Insert Picture dialog, please find and select the image you will insert, and click the **Insert** button.

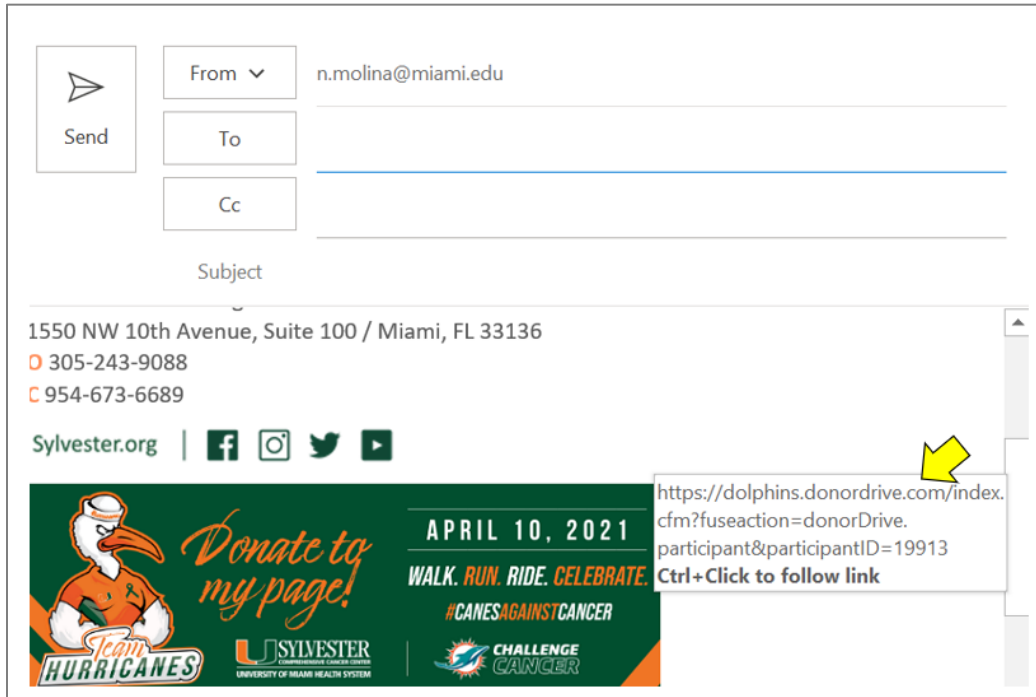


5. Now the image is inserted in the signature. Select the image in the **Edit signature** box and click the **Hyperlink** button. See screenshot:



7. Click the **OK** button in the Signature and Stationery dialog to save the changes.

From now on, when you insert the specified signature in an email, you will get the image with link as the example in the screenshot shown below.



The screenshot shows an email composition window. At the top left is a 'Send' button with a paper plane icon. To its right are 'From', 'To', and 'Cc' fields, with 'From' containing 'n.molina@miami.edu'. Below these is a 'Subject' field. The signature text reads: '1550 NW 10th Avenue, Suite 100 / Miami, FL 33136', '305-243-9088', and '954-673-6689'. Below the phone numbers are social media icons for Facebook, Instagram, Twitter, and YouTube, along with the text 'Sylvester.org'. The signature image features a cartoon duck wearing an orange jersey with 'Team HURRICANES' written on it. To the right of the duck, the text says 'Donate to my page!' in a cursive font. Further right, it says 'APRIL 10, 2021' and 'WALK. RUN. RIDE. CELEBRATE.' followed by '#CANESAGAINSTCANCER'. At the bottom of the image are logos for 'SYLVESTER UNIVERSITY OF MIAMI HEALTH SYSTEM' and 'CHALLENGE CANCER'. A yellow arrow points to a tooltip that appears over the signature image, containing the URL 'https://dolphins.donordrive.com/index.cfm?fuseaction=donorDrive.participant&participantID=19913' and the instruction 'Ctrl+Click to follow link'.