Embedding the Census21 campaign logo in your email signature

Outlook

With Outlook Inbox open, choose File / Options / Signatures / Select Signature to Edit.

Choose the signature you want to edit.

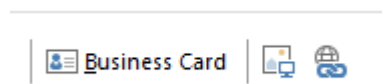Revert to the Resources tab on the campaign website.

Click on the preferred signature block and Copy.

Revert to the Outlook window and Paste the image to your preferred location eg after the last line of your signature. It's that simple.
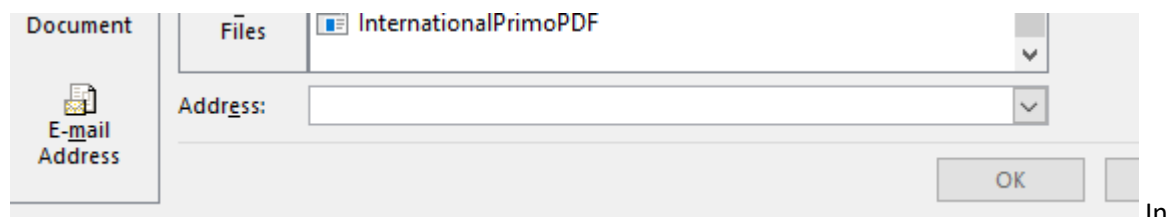
We think it's a nice touch to incorporate a website link when you roll-over and click on the logo.

If you want to incorporate a link to the home page of our website, here's what you do:

Click on the pasted image (to select it) and then select the Insert Hyperlink icon. This icon is the furthest right in the ribbon above the email display panel.

This will display the Insert Hyperlink dialogue. We are only interested in the Address box.

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In the Address box, copy or type www.censusnoreligion.org.au and then click OK. Click OK in the next panel and test it out by sending an email to yourself.

Many thanks for helping us spread our message.

Gmail

Right click on your preferred style of signature block and save as a picture to your Google Drive.

Go to Google Drive and Right Click on the uploaded file.

Choose Share and change your setting to **Anyone.**

Open Gmail.

In the top right, click Settings ⚙ ❯ then choose **See all settings** (at the top).

Scroll down to the 'Signature' section and choose the signature you want to edit.

Position your cursor at the point where you would like to insert the image.

Click the Insert Image icon 🖼 to open an Add an image dialogue.

In this dialogue, select the signature block you have uploaded. This will load it into your signature.

Swipe across the image to select it (it will then be highlighted).

Click the Link icon ⊖ to open Edit Link dialogue.

Type www.censusnoreligion.org.au into the Web Address panel

Scroll to bottom of the settings page and click **Save changes.**

This includes the image in your chosen signature and embeds a link to our campaign website.

Many thanks for helping us spread our message.