

# London's Air Ambulance

## How to add and hyperlink an email signature to your fundraising page



### Download email signature

1. Download from the London's Air Ambulance webpage. This should appear in the download bar at the bottom of the screen or in your Downloads folder.
2. Open the and save somewhere where you will easily find it.

### Adding image to email signature

1. Open the email signature from where you have saved it.
2. Copy the image once open.
3. Head to the signature section of your email account and create a new signature.
4. Paste the image.
5. Include any other text you may want to have as well such as contact details.
6. Don't save yet.

### How to hyperlink to your fundraising page

1. Left click on the email signature image.
2. Click on the hyper-link option (or chain and globe icon).
3. Paste your fundraising page link into the 'Existing File or Webpage' option.
4. Save signature and use.

