

How to use the e-signature graphics

During the time leading up to the Walk, you may wish to create awareness of your fundraising efforts using an image placed at the bottom of your outgoing e-mails. These instructions give you the steps to get your e-signature up and running on your PC.

Add an image to your email signature:

1. **Download** the e-signature graphic (Tillsonburg or Woodstock) to your desktop.
2. Open a new message and then select **Signature** > Signatures (Outlook).
OR Navigate the Settings menu and locate **Signature**.
3. Choose the existing signature you want to add an image to or create a **new** signature.
4. Select the **Insert Image** icon from the editing menu, locate your e-signature image file, and click Insert/Select.
Type any additional text you would like in the signature.
5. **Ensure that the signature feature is enabled.**
6. When you are done, select **OK/Save Changes** to your signature.
7. **Send yourself a test e-mail!**

Another Helpful Tip to accompany your e-signature

You can include a direct link to the online fundraising page you created on the walkforalzheimers.ca website right in the body of your e-mail. Simply copy the link (provided on your fundraising page) and paste it into your e-mail.

It's a great way to ensure that your potential sponsors go straight to your fundraising page while they have their e-mail open and supporting your Walk is on their mind!

Need further guidance? Let us help you

Contact our office for assistance by phone at (519) 421-2466 or toll free at 1-877-594-2368.
You can also e-mail us at WFA@alzheimer.oxford.on.ca.