INSERTING A HYPERLINK IN TO AN IMAGE FOR USE

Step 1: Locate the image that you would like to be linked to a website

(for example this button)

Step 2: Right click on image

Step 3: Select "hyperlink"

Step 4: Select on left Link to "existing file or web page"

Step 5: Insert the web address that you would like it to point to in the address box

(For example see image below)
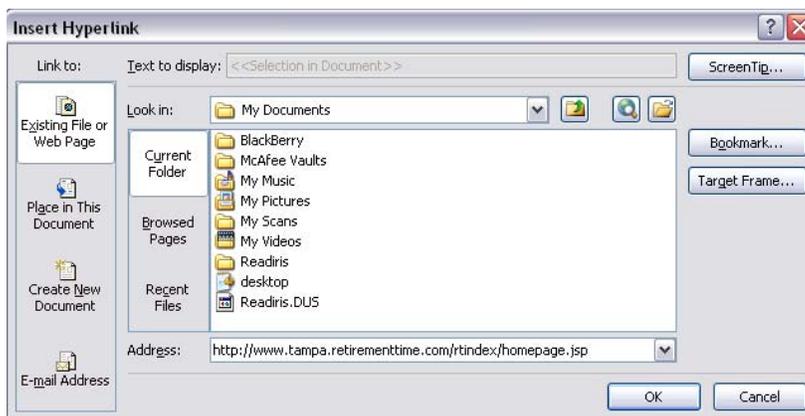
Step 6: Click "ok"

Step 7: Cut and paste the button in to your signature set up feature in your email system

* This process is the most common way to insert a hyperlink in to an image for email signature use. Depending upon your email system this may or may not work due to the restrictions set by some email systems; specifically SMARSH.