

INSERTING A HYPERLINK IN TO AN IMAGE FOR USE OUTLOOK 2013

Step 1: Locate the image that you would like to be linked to a website and save it to your desktop.

(for example this button)



- Step 2: In Outlook 2013 go to menu option FILE
- Step 3: Select OPTIONS
- Step 4: Select MAIL
- Step 5: Select SIGNATURES

It will look like this:

Outlook Options	B A A State State State	8 X
General Mail	Change the settings for messages you create and receive.	<u>^</u>
P Calendar	Compose messages	
People Tasks Search	Change the editing settings for messages. <u>Compose messages in this format:</u>	<u>E</u> ditor Options ≣
Language Advanced	ABC V Always check spelling before sending V Ignore original message text in reply or forward	Spelling and Autocorrect
Customize Ribbon Quick Access Toolbar Add-Ins	Create or modify signatures for messages. Signatures and Stationery	Stationery and Fonts
Trust Center	AC E-mail Signature Outloo Selegt signature to edit Choose default signature E-mail account: W2k Image: Selegt signature Messa W2k	Reading Pane
	Delete New Save Bename Edit signature Calibri (Body) 11 B I Automatic Image: Save Image: Save	Desktop Alert Settings
	Conve	- ⊂ OK Cancel

75 Arlington St Ste 500 | Boston, MA 02116 | 🖀 office phone: 800.200.9404 | 📇 fax: 781.730.0706

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Step 6: Select button that is numbered 1 in image above

Step 7: Select the button image from your desktop that you want to use

Step 8: Click on the button you just placed so that it I highlighted and select the button that is numbered 2 in the image above

Insert the web address that you would like it to point to in the address box (For example see image below)

Insert Hyperlink						
Link to:	<u>T</u> ext to displa	y: < <selection document="" in="">></selection>		ScreenTip		
Existing File or	Look in:	🛅 My Documents 💽 🚺	Q 💕			
Web Page	C <u>u</u> rrent Folder	C BlackBerry McAfee Vaults My Music		Bookmark Target Frame		
Pl <u>a</u> ce in This Document	<u>B</u> rowsed Pages	My Pictures My Scans My Videos				
Create <u>N</u> ew Document	Re <u>c</u> ent Files	i Readiris desktop Readiris.DUS				
B	Addr <u>e</u> ss:	http://www.tampa.retirementtime.com/rtindex/homepage.jsp	~			
E- <u>m</u> ail Address			ОК	Cancel		

Step 9: Click OK

Step 10: Continue to click OK in each screen until you are back to your emails.

* 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.