⦾⦿ W E A L T H 2 K®

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.
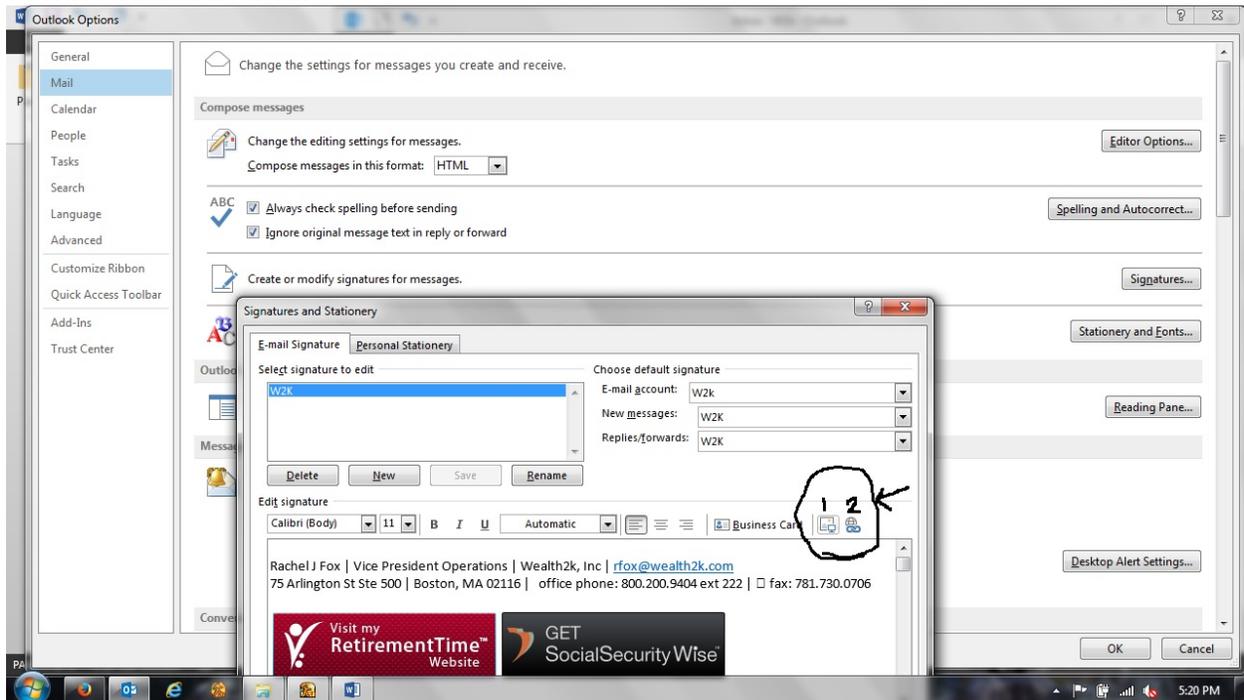
(for example this button)

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:

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)
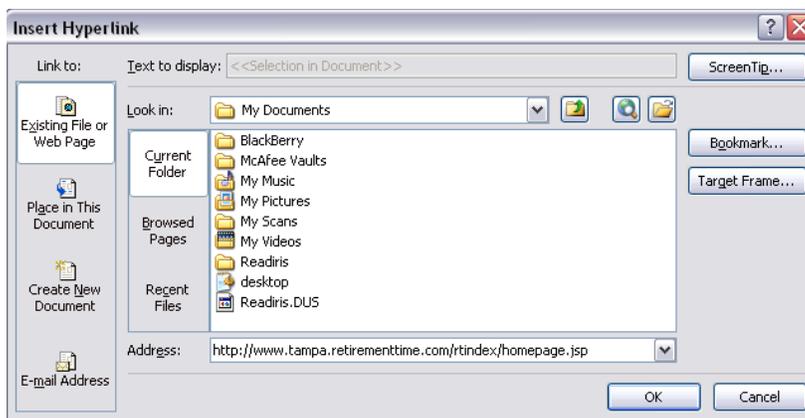
Step 9: Click OK

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.