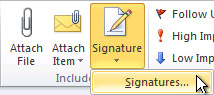
**Outlook 2010 - Create an Email Signature**

1. Open a new message. On the Message tab, click Signature, and then click Signatures.

****

1. On the E-mail Signature tab, click New.
2. Copy the following signature, and then click OK.

**Your name**  
Your title | Your desk

[](http://www.edenbrown.com/?utm_source=outlook_logo&utm_medium=email&utm_campaign=signature)  
  
Specialist recruiters across the Third Sector

#Office address#

Description: http://data.i-resource.co.uk/ir/mar/Eden%20Brown/phone.jpg **000 0000 0000**cid:image003.jpg@01D0B579.2A334DE0 **000 0000 0000**

**http://data.i-resource.co.uk/ir/mar/Eden%20Brown/fax.jpg 000 0000 0000  
http://data.i-resource.co.uk/ir/mar/Eden%20Brown/mail.jpg email@edenbrown.com**  
**http://data.i-resource.co.uk/ir/mar/Eden%20Brown/web.jpg** [**www.edenbrown-charities.com**](http://www.edenbrown-charities.com/?utm_source=outlook_jobs&utm_medium=email&utm_campaign=signature) **http://data.i-resource.co.uk/ir/mar/Eden%20Brown/work.jpg** [**See our latest jobs**](http://www.edenbrown-charities.com/job-search/search/?utm_source=outlook_jobs&utm_medium=email&utm_campaign=signature)

http://data.i-resource.co.uk/ir/mar/Eden%20Brown/follow-us.jpg[http://data.i-resource.co.uk/ir/mar/Eden%20Brown/Facebook.jpg](https://www.facebook.com/EdenBrownRecruit)[http://data.i-resource.co.uk/ir/mar/Eden%20Brown/Twitter.jpg](https://twitter.com/CharitiesJobs) [http://data.i-resource.co.uk/ir/mar/Eden%20Brown/linkedin-icon.jpg](https://uk.linkedin.com/company/eden-brown)

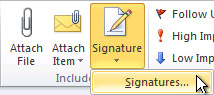


**[](http://www.nspcc.org.uk/)**

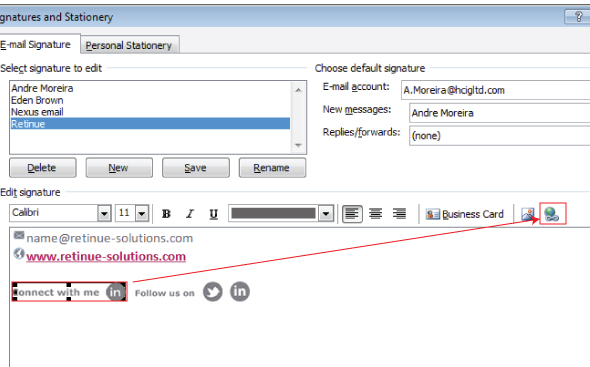
1. To finish creating the signature, click OK.
2. Share this document with everyone in your team so they also update their signature as well.

**How to add hyperlinks to Outlook 2010 signatures**

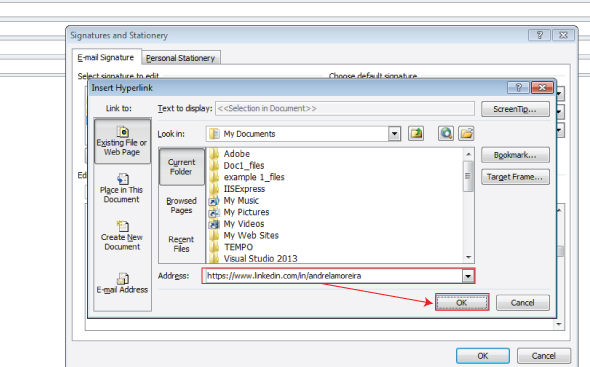
1. Open a new message. On the Message tab, in the Include group, click Signature, and then click Signatures.

****

1. On the signatures menu, select your signature. Go to the “Connect with me” icon and select it – once selected, go the icon “hyperlink” on the top right hand side and click to open the menu.

****

1. On the insert hyperlink menu, add your “LinkedIn profile” address and then press OK to save.

****

1. On the signatures menu, press OK again to save and close. Once it’s done, your signature is completed.