**Outlook 2010 - Create an Email Signature**

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

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

**Your name**
Your title | Your desk



Specialist recruiters across the Third Sector

#Office address#

 **000 0000 0000** **000 0000 0000**

** 000 0000 0000
 email@edenbrown.com**
**** [**www.edenbrown-charities.com**](http://www.edenbrown-charities.com/?utm_source=outlook_jobs&utm_medium=email&utm_campaign=signature) **** [**See our latest jobs**](http://www.edenbrown-charities.com/job-search/search/?utm_source=outlook_jobs&utm_medium=email&utm_campaign=signature)

 



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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.

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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.

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

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