



# adding social media icons to your outlook email signature

Here's how to add the media buttons to your outlook emails:

1. open outlook
2. Copy (control + c, or "edit" + "Copy") the three social media icons at the bottom of the social media page <http://www.bfecard.com/social-media.html> (facebook, twitter, and up)
3. click on the "Tools" Menu (It should be the 6th item – After "File" "Edit" "View" "Insert" & "Format")
4. Click on "Options" on the tools menu (the last item on the menu)
5. Click on the tab that says "Mail Format" (the third tab, to the left)
6. Under the last section called "Signature," click the button "signatures"
7. Click the "new button"
8. Name your signature (you are the only person who will see this)
9. A window will open that looks like a word document. Type in your contact info and then paste the social media buttons at the bottom.
10. Click each icon individual so that it's selected; go to the "insert" menu at the top of the screen and scroll down to "hyperlink"
11. Insert your facebook account into the hyperlink box and then hit "o.k." Repeat for each icon, so that it will link to your pages.
12. Now click "Finish"
13. Hit "o.k." to close the signature panel.
14. Now you're back to the options page; from the drop menu, select the signature that you just made and hit o.k.

Congrats! Now you've made a personalized, social media signature