



Guide: Adding the Ambassador Pin image to your email signature

Outlook (Desktop App)

1. Save your image

Download and save the image to your computer.

2. Open signature settings

Go to File → Options → Mail → Signatures

3. Insert the image

Click where you want the image

Click the image icon and upload your file

4. Add the hyperlink

Click the image to select it

Click the link (🔗) icon

Enter: <https://norfolkambassadors.co.uk/>

Click OK

5. Save

Click OK again to save your signature

Gmail

1. Open settings

Click the ⚙️ (Settings) → See all settings

2. Go to Signature section

Scroll down to Signature and create/edit one

3. Insert the image

Click the image icon and upload your file (or drag & drop it in)

4. Add the hyperlink

Click the image

Click the link (🔗) icon

Paste: <https://norfolkambassadors.co.uk/>

Click OK

5. Save changes

Scroll down and click Save Changes