

Spring Into Action 2023

Email Signature Banners

Option1: With weblink



Option2: Without weblink

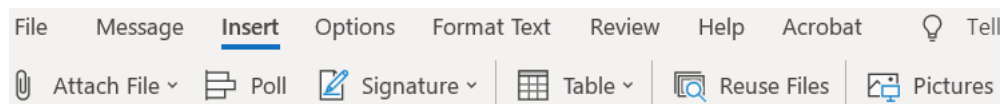


To help promote Spring Into Action add one of the signature banners to your email signature.

There is one for use in Northern Sydney (with a weblink to the NSLHD webpage) and another for everyone else (without a weblink).

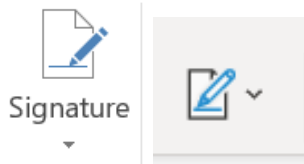
Follow these easy steps:

1. These instructions are for adding the banner to Outlook email signatures.
2. Download the signature banner you wish to use.
3. Add the banner to your current signature in a new email
 - a. **Position the cursor** where you want the banner
 - b. **Select 'Insert'** then 'Pictures' from the toolbars
 - c. **Navigate** to the location where you saved the downloaded
 - d. **Click** on the banner, then click **select Insert**
 - e. The new banner should now be in your signature



4. If using the weblink version of the banner, add the link to the website to the new email banner:
 - a. **Copy** the following URL:
<https://www.nslhd.health.nsw.gov.au/HealthPromotion/ActiveAgeing/Pages/FallsPreventionEveryonesBusiness.aspx>
 - b. **Right click** on the email banner and select Hyperlink/link
 - c. **Right click** in the address field and choose paste
 - d. **Select OK** and the link will now be connect to the banner

5. Copy all of your new email signature and paste it into your email signature setup tool. (accessed via the Signature button on the email toolbar)



6. You may like to create a new signature name called Spring Into Action, so your original is still available afterwards.

