

Let your networks and contacts know that you're taking on the Move Over October Challenge and raising money for Monash Children's Hospital.

The Move Over October team has created an image to add to your email signature to let people know you are participating and that they can donate to you directly by clicking the link.

This is designed for use in Outlook with the image hyperlinked to your personal fundraising page.

If you use a system other than Outlook, you may need extra assistance setting this up and including the link to donate.



Insert Move Over October Email Signature

Note: This instruction manual is for Microsoft Outlook only. Users of Apple's Mail program or web based mail applications such as Gmail, may not have the ability to insert an image into their email signature.

STEP 1

Open a new email in Microsoft Outlook and select 'Signatures' in the toolbar (maximise the window if you don't see the signature option).



STEP 2

Copy your original email signature text.



STEP 3

Click the 'new' button to prepare a new signature and save the new signature as file called 'Move Over October Signature' or similar. Click OK.



STEP 4

Paste in your original email signature text and make a space where you would like to insert the Move Over October email signature image.

Then click the Insert Image button.



6 9 8 A 11 P

田

oft Exchange

Select the file from wherever it is saved on your computer.

The image will place in the correct spot. It should not need to be resized.

STEP 5

Go to your specific page on the Move Over October website and copy the website domain address. Make sure you copy the whole address.



STEP 6

Go back to signatures, click on the image you just pasted (you'll see the dotted line around the image).

Click the 'hyper-link' button



Paste the copied web address into the 'Address' bar and click ok.

	Home Send / Receive Fr	Felder View Help Acrobat
me Dete Repair Gal Marge Barge	New All Remark	E Construction Construction for the formation of the form
eters Image: Control and Contr	New Delete	Regood Quick Steps 1's Move Tags Groups Find Speech Add-ins FundTime
<pre>phtPdtahrecettonergem</pre>	vorites	Image: Control of the second field - Message (FIM) Image: Control of the second field - Message (FIM) Image: Control of the second field - Message (FIM) Image: Control of the second field - Message (FIM)
···	right@chain-reaction.org.zu	Image:
	B x ² D	

STEP 7

Select the option for new messages to include this newly created signature. Then click OK.

Open a new email and select the new Move Over October email signature from the signature drop down button used earlier.

Send an email to yourself so you can check that the link works and takes people directly to your fundraising page.

File Home Send / Receive Fol New New China Up = Delite Auto New Delite	Ider View Help Acrobat Image: Stress of the stres stress of the stres stress of the stress of the stre	Terret Render Terret Render Construction
> Favorites	國 2 약 1 1 8 · · ·	Unitied - Message (HML) 00 - 0 X
> heright@chain.reaction.org.au	Image: Second Secon	Form for News (N) And () For which you will be () For which you will be () For the () Fo
™ © % 🖼 ™		at totars are up to alle. Convected to Moreout Echange 🔳 🗃