Adding an image to your email signature

Save the image

1. Right-click the image that was sent to you and choose “Save image as…”
2. Save it somewhere easy to find (for example, your Desktop).

Add the image to your email signature

If you use Outlook

1. Open Outlook.
2. Go to File > Options > Mail > Signatures…
3. In the Email Signature tab, select the signature you want to edit (or create a new one).
4. Click the Insert Picture icon and choose the image file you saved.
5. Once the image appears, click on it once to highlight it.
6. Click the Link icon (it looks like a globe with a chain link) and paste this link: **https://interfaithglasgow.org/glasgow-850-interfaith-declaration/**
7. Click OK, then OK again to save your signature.

If you use Apple Mail

1. Open Mail > Settings (or Preferences) > Signatures.
2. Select the email account you want to add the signature to.
3. Click the + button to create or edit a signature.
4. Drag the saved image into the signature box.
5. Highlight the image and press Command + K (K) or choose Edit > Add Link.
6. Enter this web address: **https://interfaithglasgow.org/glasgow-850-interfaith-declaration/**
7. Close the window to save.

Test your signature

Create a new email and check that:

- The image displays correctly
- Clicking on the image opens the Interfaith Glasgow Declaration page