Adding the WRC Banner to Your Email Signature from Outlook's Web View
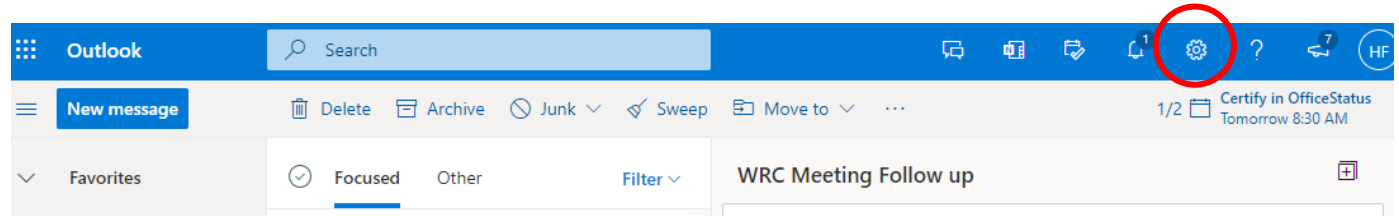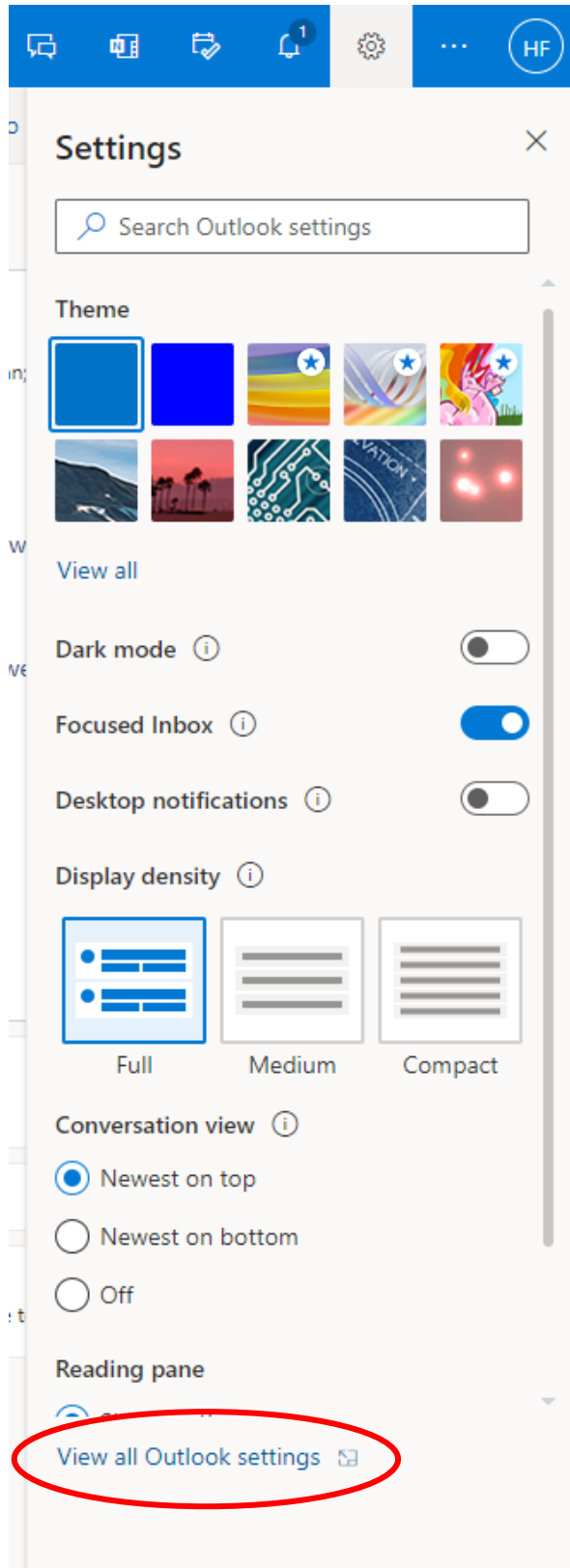
You can find the graphic on this page of our website: https://www.verahouse.org/2021-white-ribbon-campaign-resources

We encourage you to hyperlink it to this address: http://bit.ly/27th-WRC. Instructions on how to do that are below!
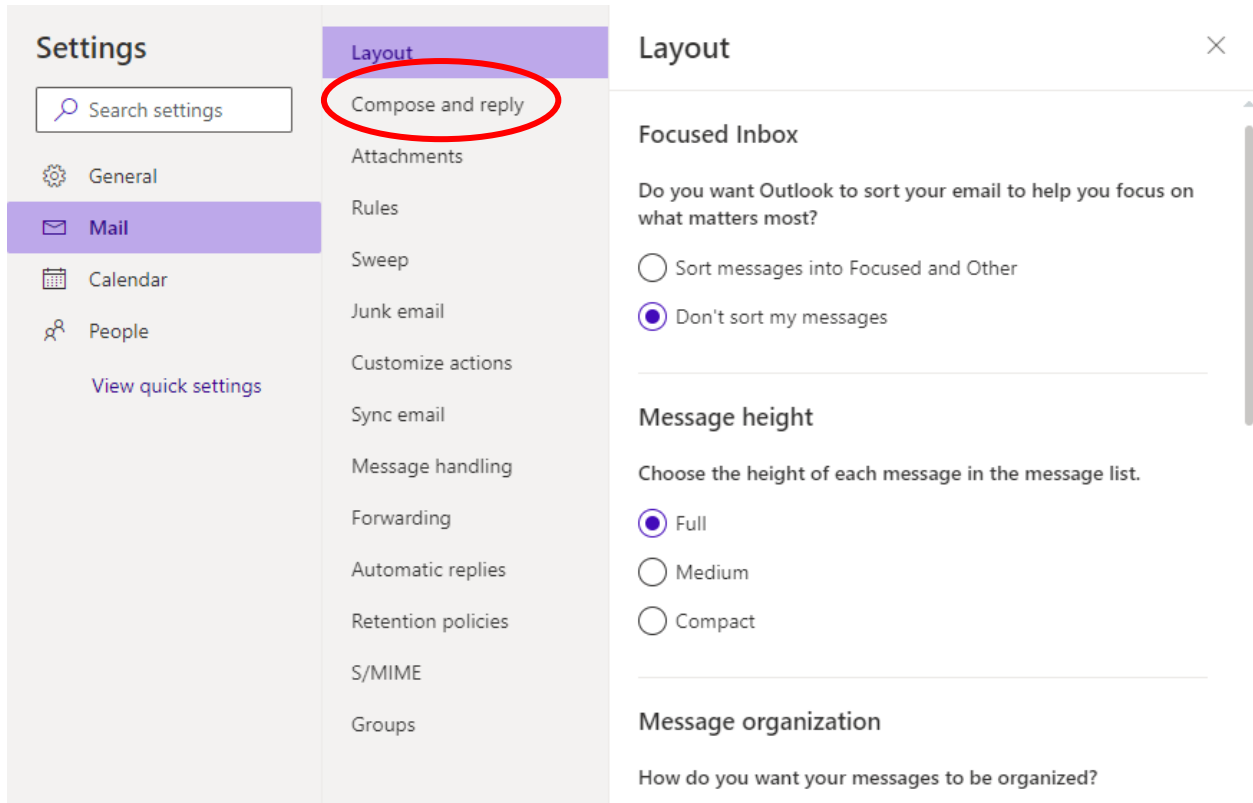
1. In Outlook 365's web view, click the **Settings** gear icon in the toolbar
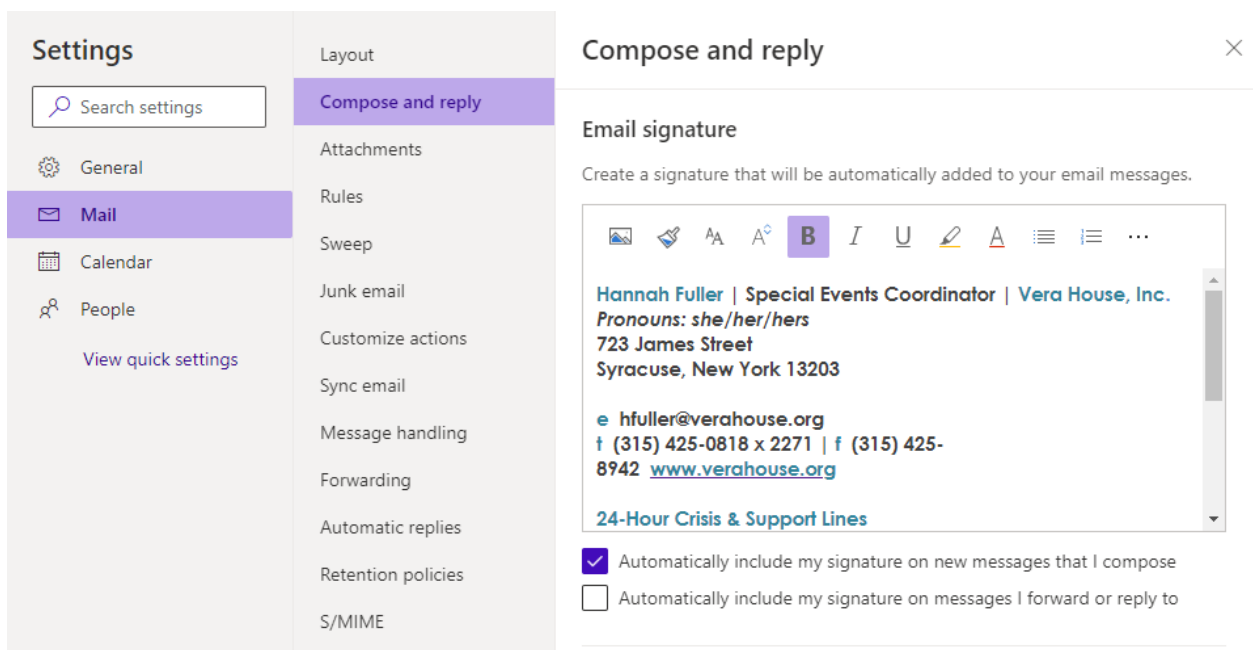
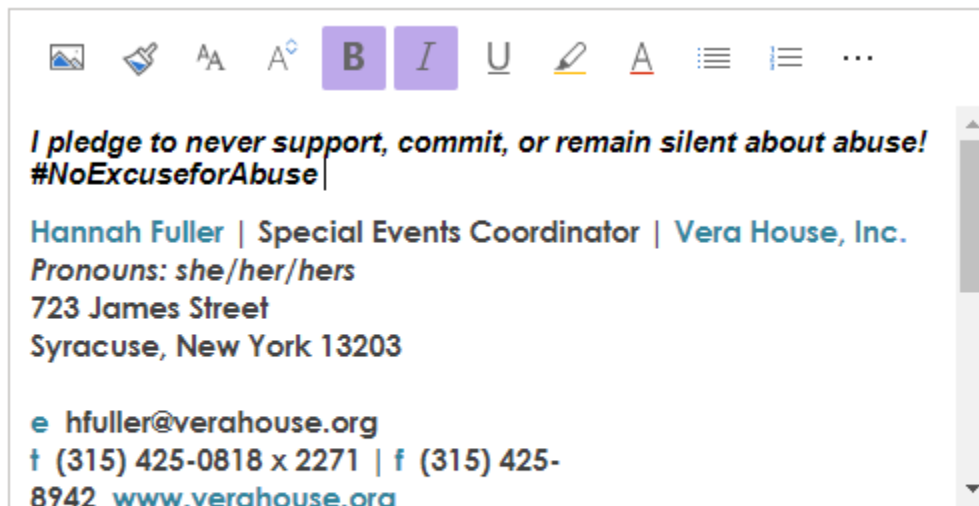**2.** In Settings, click "**View all Outlook settings**" at the bottom

3. From there, got to the **Compose and reply** tab

4. This will present you with the space to edit your current signature

5. Here you can add the WRC Pledge above your name: *I pledge to never support, commit, or remain silent about abuse! #NoExcuseforAbuse*
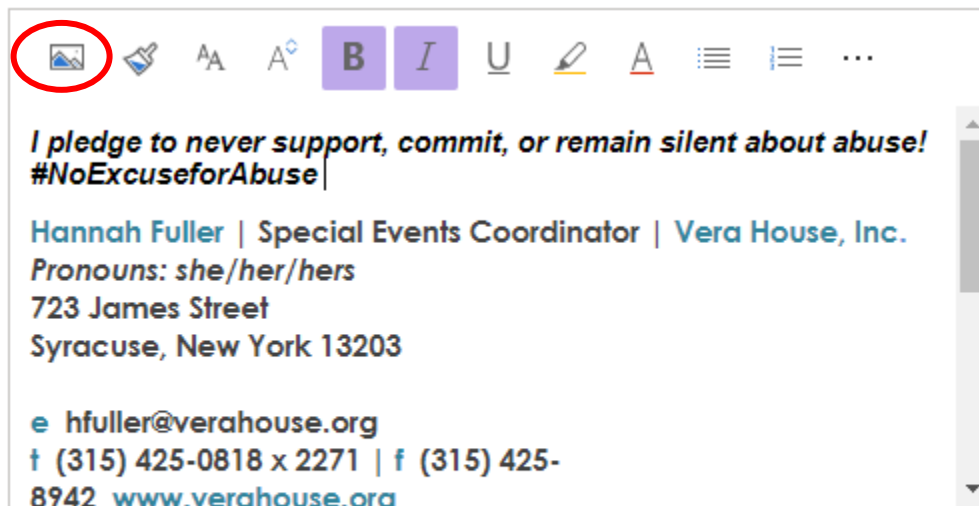

6. You can also add the banner by clicking the **insert Image** icon and uploading the saved image, or you can copy and paste it right from our [Resources webpage](#)! You can also resize the image in this view.

Email signature

Create a signature that will be automatically added to your email messages.

I pledge to never support, commit, or remain silent about abuse! #NoExcuseforAbuse

Hannah Fuller | Special Events Coordinator | Vera House, Inc.

☑ Automatically include my signature on new messages that I compose

☐ Automatically include my signature on messages I forward or reply to

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7. To hyperlink the image to our main WRC webpage, click on the image, then click the **three dots** in the toolbar, and then the **chain link icon**.
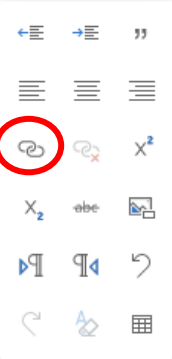
Email signature

Create a signature that will be automatically added to your email messages.

8. In this box, copy and paste in our WRC webpage URL: http://bit.ly/27th-WRC and click **OK**

9. Before you save and close, be sure to edit when you'd like this signature to be used. I have mine set to automatically be used for all new emails I send, but you can make it whatever you want! If you want to choose to use it on a case-by-case basis, uncheck both boxes.

10. When you're done, be sure to **Save** and then close out of Settings.

Compose and reply ✕

Email signature

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I pledge to never support, commit, or remain silent about abuse! #NoExcuseforAbuse

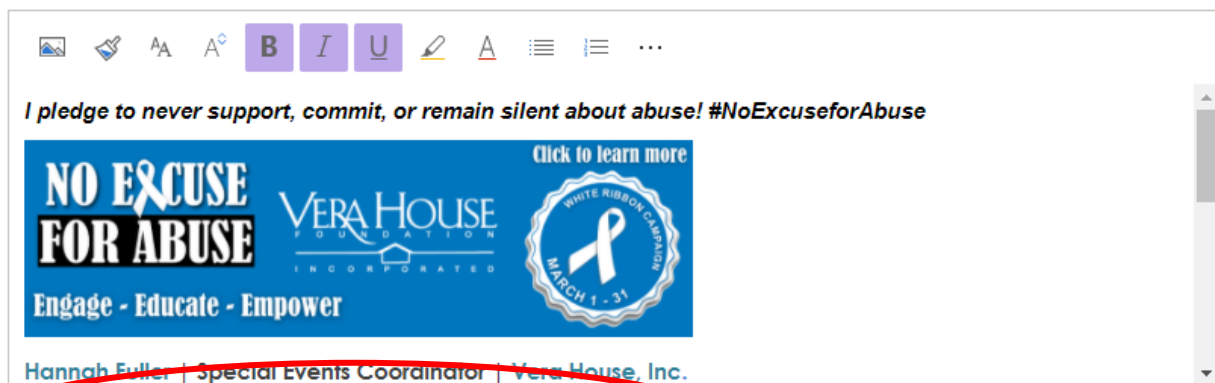**NO EXCUSE FOR ABUSE** VERA HOUSE INCORPORATED **Click to learn more** WHITE RIBBON CAMPAIGN MARCH 1 - 31

Engage - Educate - Empower

Hannah Fuller | Special Events Coordinator | Vera House, Inc.

☑ Automatically include my signature on new messages that I compose

☐ Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

☐ Always show Bcc

☐ Always show From

Compose messages in [HTML ⌄] format

[Arial   ⌄] [12pt   ⌄] **B** *I* U̲ A̲

Messages you write will look like this by default.

You can also change the format of your messages in the new message window.

Save   Discard

11. If you don't want it to be used automatically, you can choose from message to message whether or not you want to add it by simply clicking the three dots in the bottom toolbar of new messages:

12. And then choosing **Insert signature**
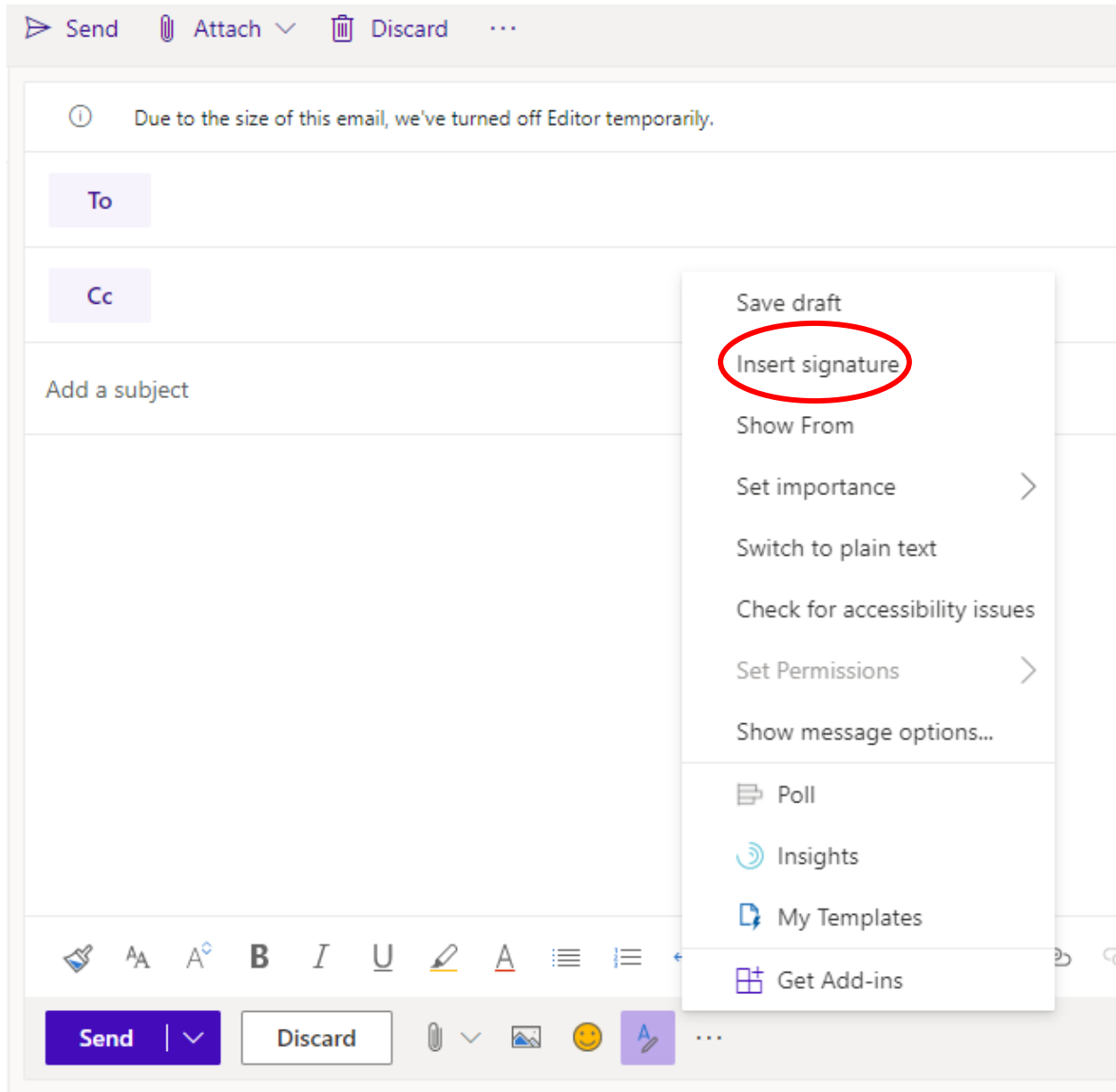
13. And then you're all set!

To

Cc

Add a subject

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I pledge to never support, commit, or remain silent about abuse! #NoExcuseforAbuse

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24-Hour Crisis & Support Lines
(315) 468-3260

Send | ⌄   Discard