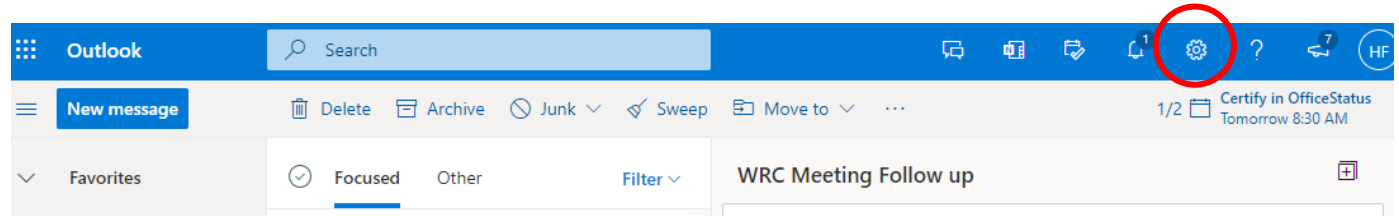


Adding the WRC Banner to Your Email Signature from Outlook's Web View

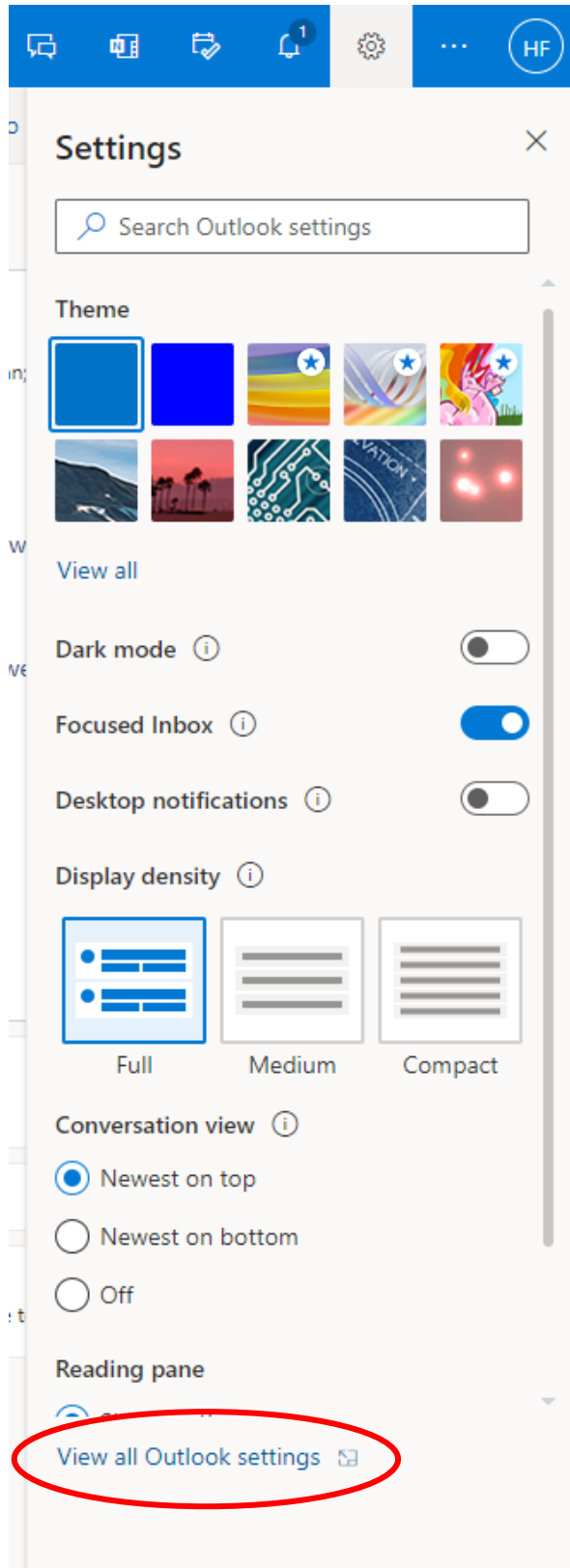
You can find the graphic on this page of our website: <https://www.verahouse.org/2021-white-ribbon-campaign-resources>

We encourage you to hyperlink it to this address: <http://bit.ly/27th-WRC>. Instructions on how to do that are below!

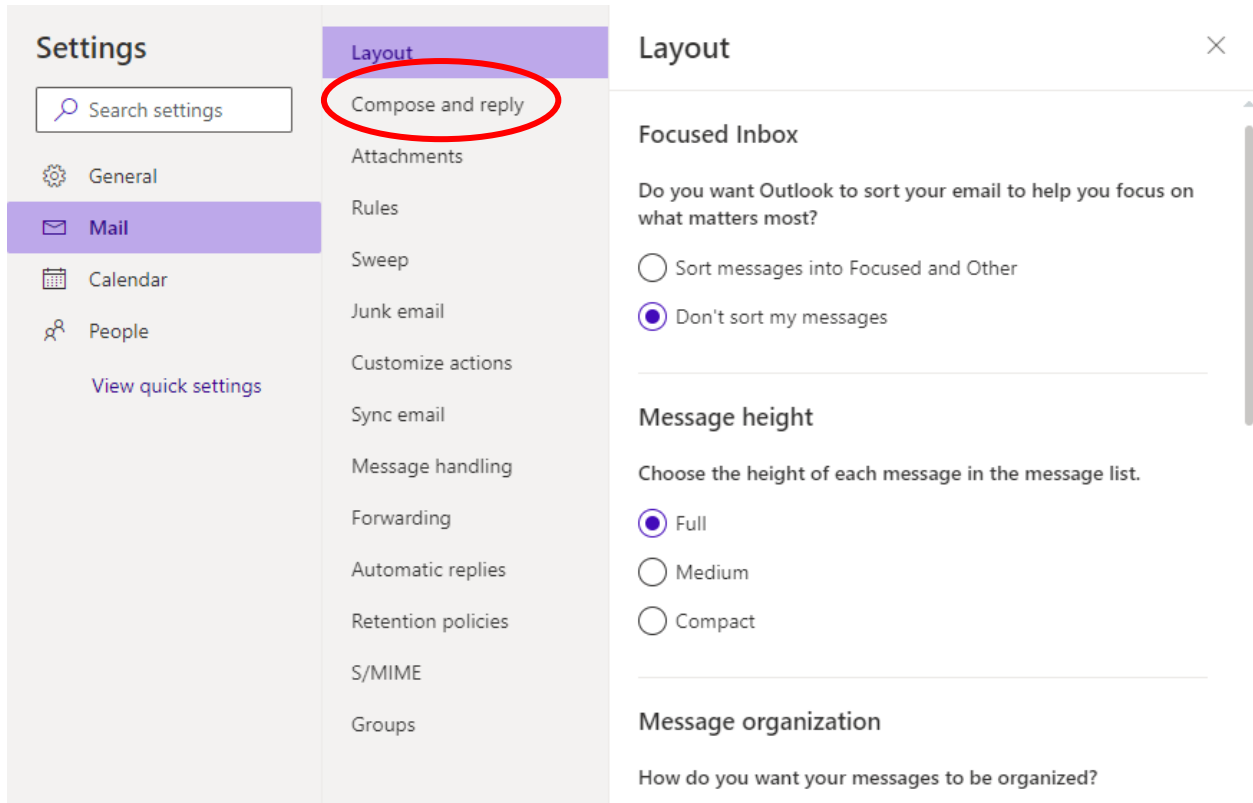
1. In Outlook 365's web view, click the **Settings** gear icon in the toolbar



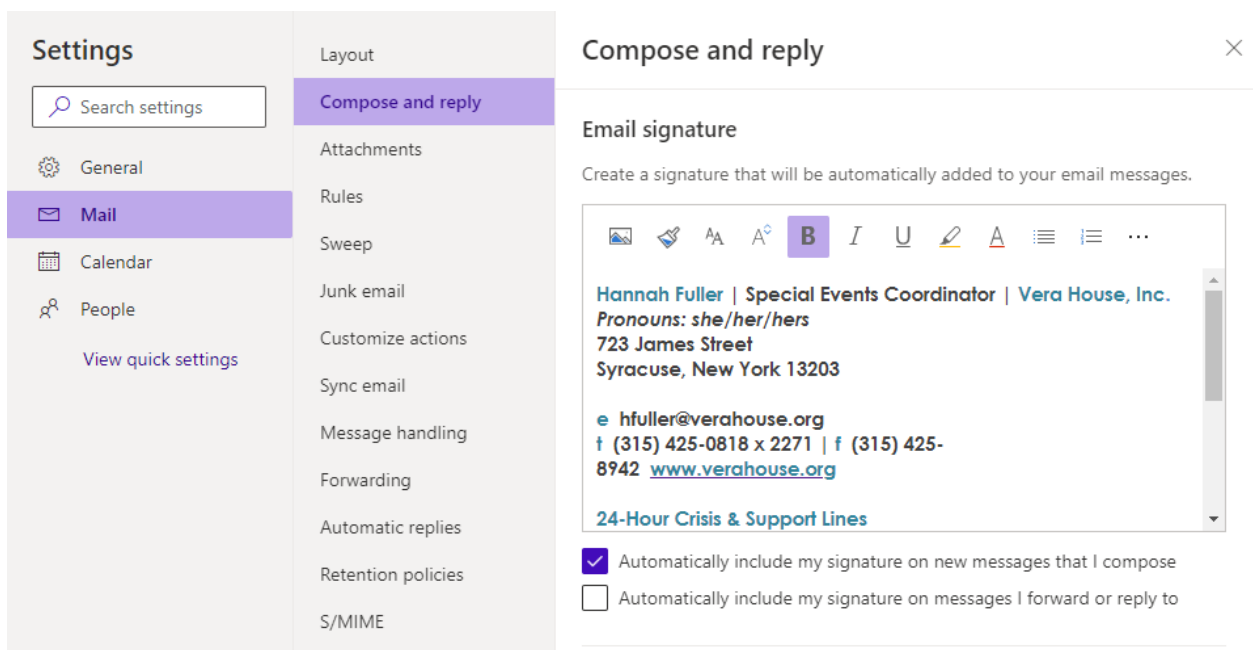
2. In Settings, click “**View all Outlook settings**” at the bottom



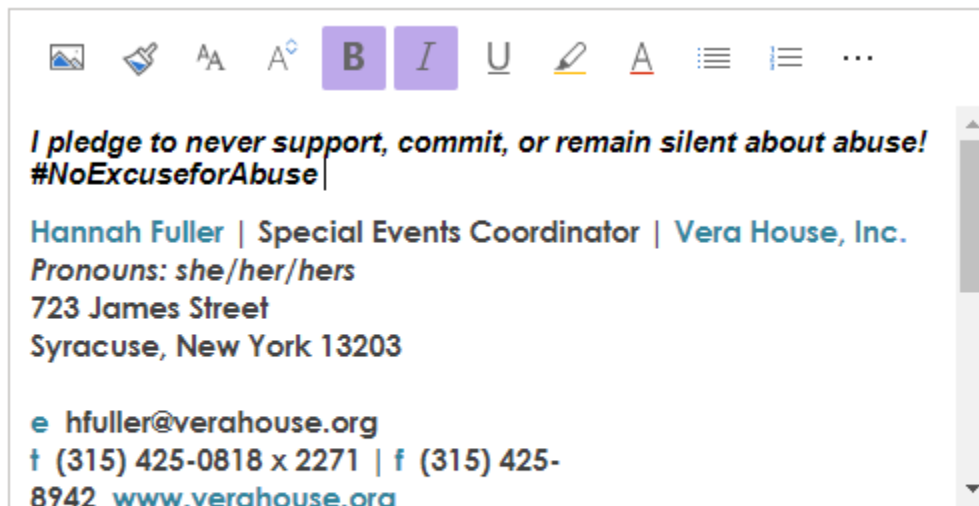
3. From there, got to the **Compose and reply** tab



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***

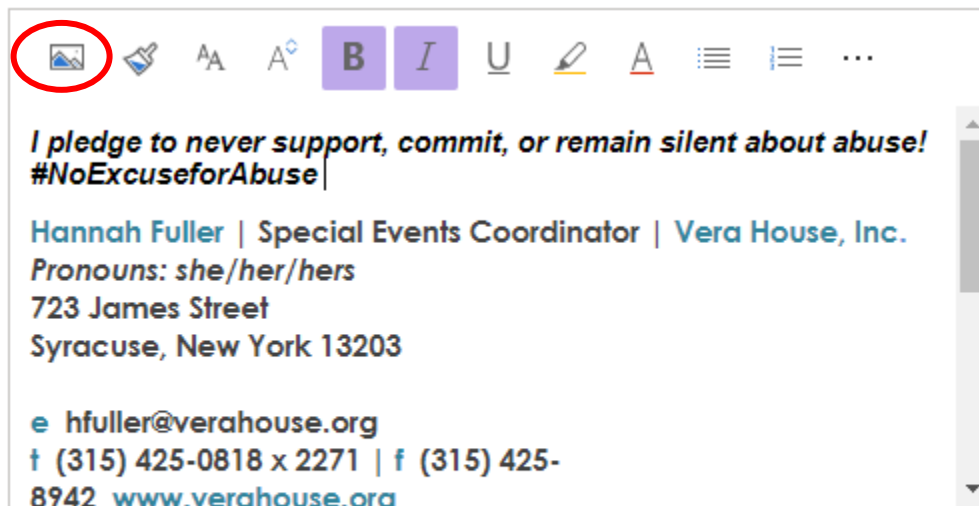


The screenshot shows an email signature editor. At the top is a toolbar with icons for inserting an image, linking, text color, background color, bold (B), italic (I), underline (U), strikethrough, text color, bulleted list, numbered list, and a menu icon. Below the toolbar, the text ***I pledge to never support, commit, or remain silent about abuse! #NoExcuseforAbuse*** is entered. Below this is the contact information: **Hannah Fuller** | Special Events Coordinator | **Vera House, Inc.**
Pronouns: she/her/hers
723 James Street
Syracuse, New York 13203

e hfuller@verahouse.org
t (315) 425-0818 x 2271 | f (315) 425-8942 www.verahouse.org

- ☒ Automatically include my signature on new messages that I compose
☐ Automatically include my signature on messages I forward or reply to

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.




This screenshot is identical to the one above, but the 'insert Image' icon in the toolbar is circled in red to highlight it. The rest of the interface, including the text and contact information, is the same.


- ☒ Automatically include my signature on new messages that I compose
☐ Automatically include my signature on messages I forward or reply to

Email signature

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

The toolbar contains icons for inserting an image, drawing, text color, background color, bold (B), italic (I), underline (U), link, unlink, text color, bulleted list, numbered list, and a three-dot menu.

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

The signature content includes a blue banner with the text "NO EXCUSE FOR ABUSE" and "Engage - Educate - Empower", the Vera House Foundation logo, and a White Ribbon Campaign seal for March 1-31. A "Click to learn more" link is present.


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


- 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

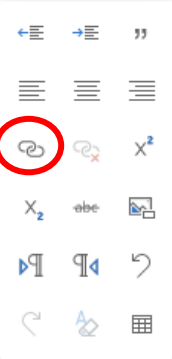
Create a signature that will be automatically added to your email messages.

The toolbar is the same as in the previous image, but the three-dot menu icon is circled in red.

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

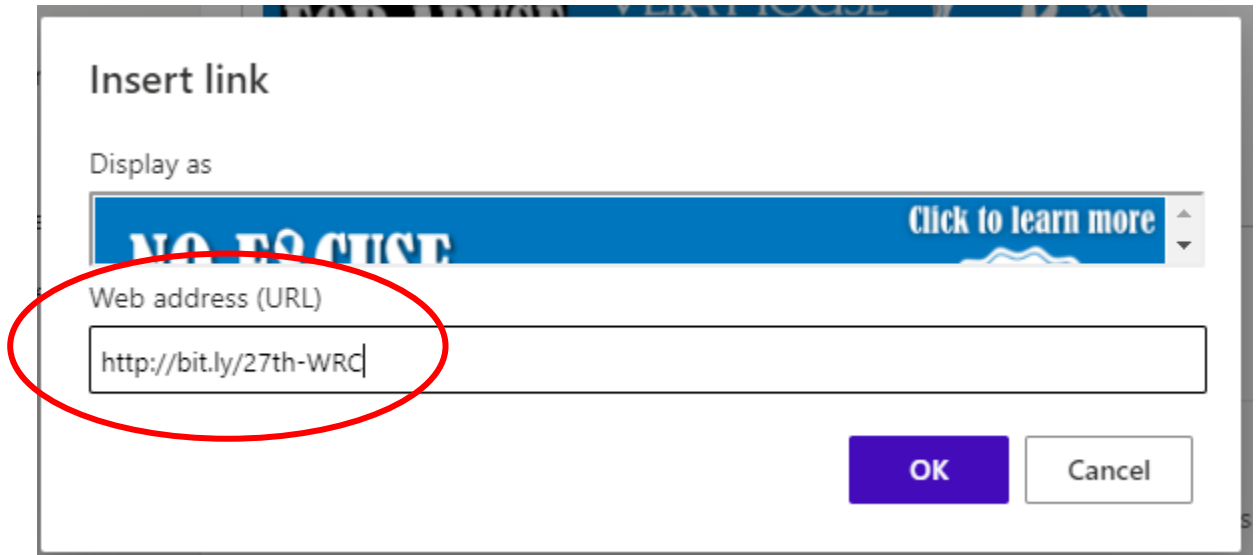
The signature content is the same as in the previous image.

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

A dropdown menu is open from the three-dot icon. It contains various icons for text alignment, lists, and links. The chain link icon, used for linking an image, is circled in red.

- ☒ Automatically include my signature on new messages that I compose
- ☐ Automatically include my signature on messages I forward or reply to

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



Insert link

Display as

Web address (URL)

<http://bit.ly/27th-WRC>

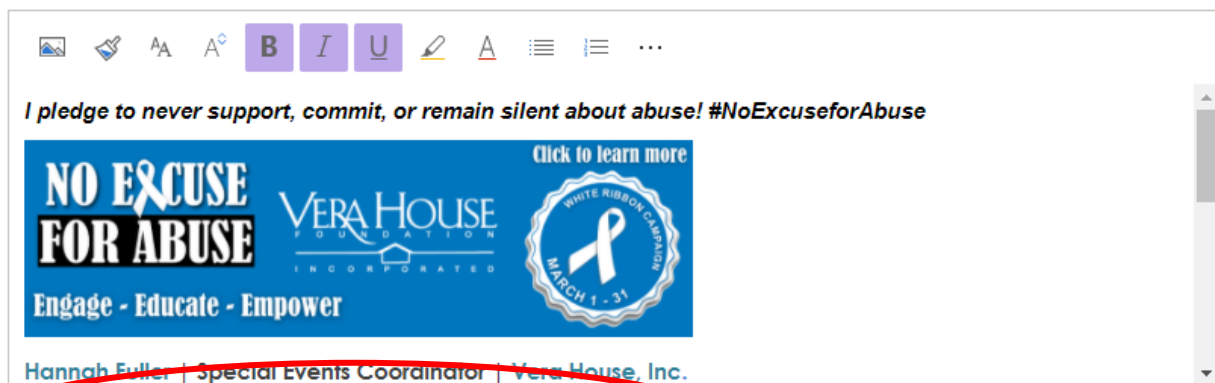
OK Cancel

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.

Compose and reply

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

NO EXCUSE FOR ABUSE **VERA HOUSE FOUNDATION INCORPORATED** **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

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

Compose and reply



Email signature

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

Rich text editor toolbar: **B** *I* U ...

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



[Click to learn more](#)

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* U A


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:












 Due to the size of this email, we've turned off Editor temporarily.

To

Cc







Add a subject

|

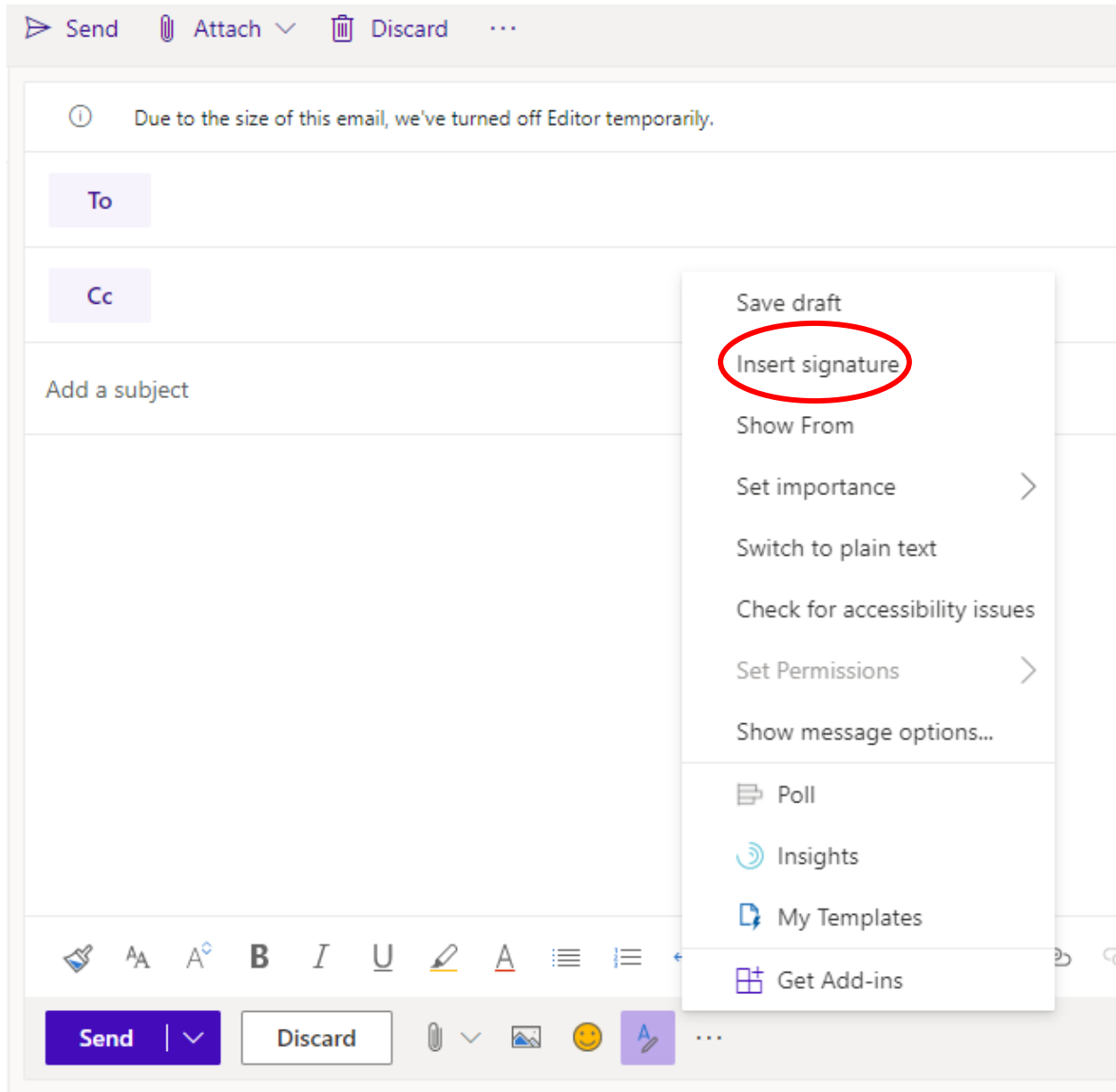
   **B** *I* U        

Send | v

Discard

12. And then choosing **Insert signature**



13. And then you're all set!

① Due to the size of this email, we've turned off Editor temporarily.

To

Cc

Add a subject

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



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

Pronouns: she/her/hers

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† (315) 425-0818 x 2271 | f (315) 425-8942 www.verahouse.org

24-Hour Crisis & Support Lines

(315) 468-3260



Send

Discard

