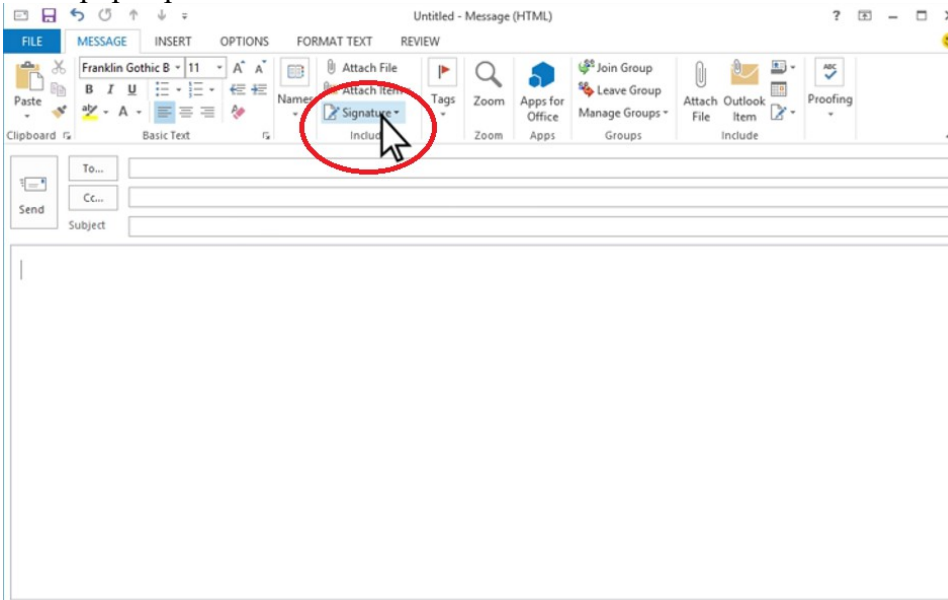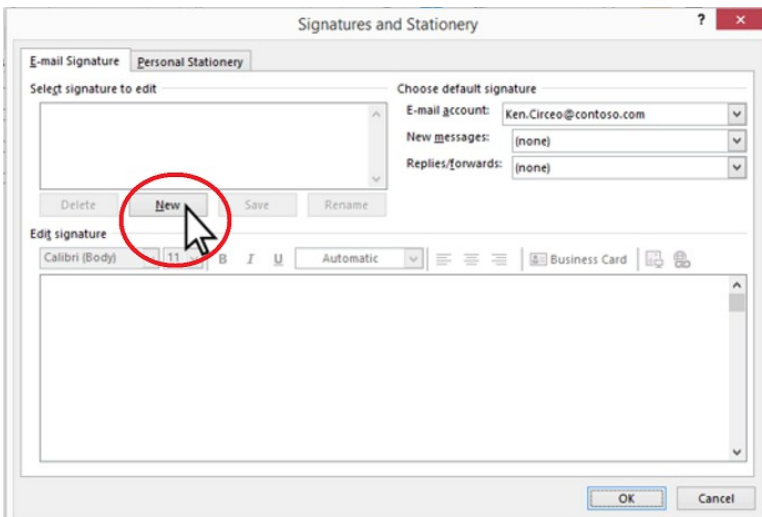# How to Add "Follow Us On xxx" in Email Signature

These instructions are for MS Outlook. Other email clients can do this as well, but the steps to make it happen will be a little different. If you do not use MS Outlook hopefully you will be able to figure it out and use this as a guide.

1. Open up MS Outlooks and start a new email message
2. In the email message press the "Signature" drop down list box and then select "Signatures" in the menu that pops up
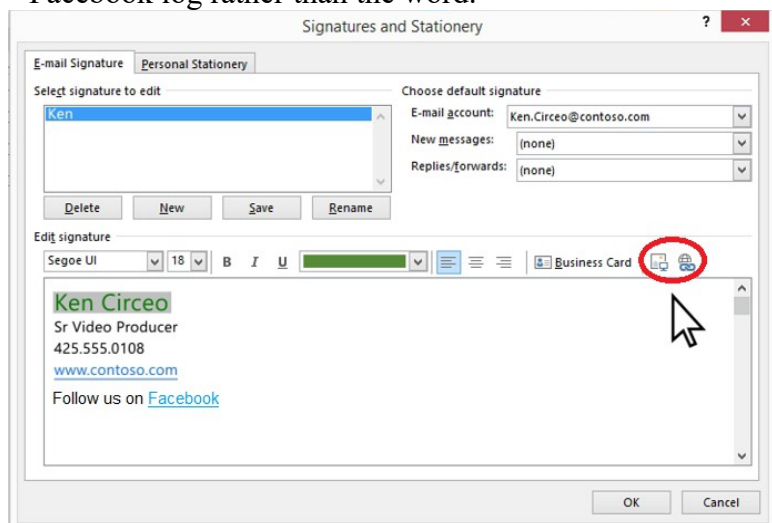

3. If you do not already have a signature then press the "New" button. If you do have a signature already then double click it in the window above the "New" button

4. Create or update your email signature adding the line "Follow us on Facebook" or whatever social media channels you want.
5. To get the word "Facebook" to be a link to your Facebook page go to your Facebook page and copy the URL address (i.e. https://www.facebook.com/pages/category/Advertising-Marketing/AD-Plus-LLC-100804134886141/)

6. Next select the entire word "Facebook" in your signature
7. Then click the "Link" button on the middle right of the window circled in red. It is the image of the world with a link on it on the right.
8. Paste the link in the field that opens and click OK
9. Note if you want the Facebook logo rather than the word Facebook in your signature you would replace the word Facebook with the image by pressing the image button that is just to the left of the "Link" button, select the Facebook logo that is on your computer (assuming you have already found the logo online and saved it to your computer) and click OK. Then do steps 6 and 7 above, but this time you select the Facebook log rather than the word.

10. Lastly, on the top right in the "Choose default signature" section select the name of your signature in the "New messages" drop down list box. If you also want your signature in replies/forwards select it there as well.
11. Test out your email "Follow us on Facebook" linke by sending an email to yourself and then clicking on the word "Facebook" in your email signature (or the logo if you did that). It should open your Facebook home page.