How to add social media graphics to your email signature

1. Click on the settings icon
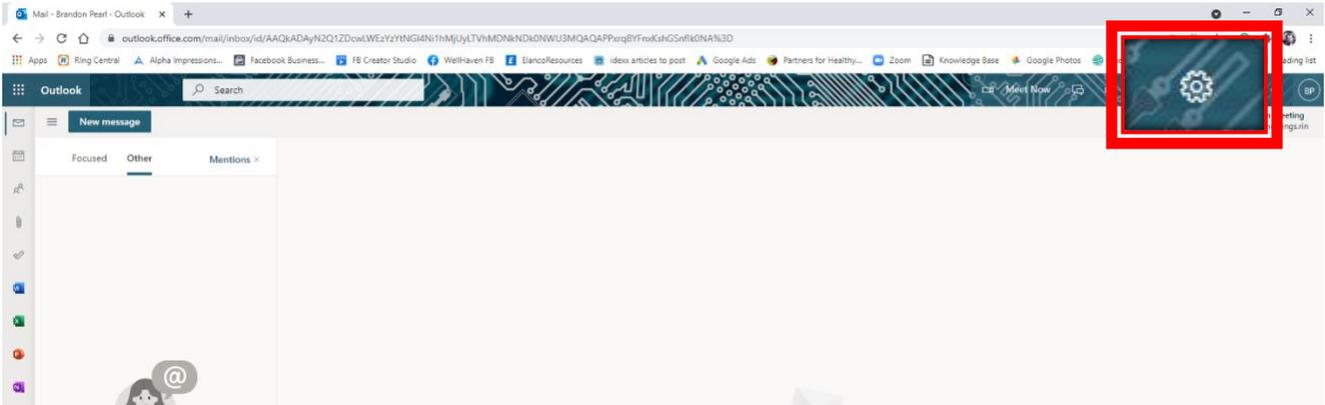
2. Use the search bar to search for "signature" and select "email signature"
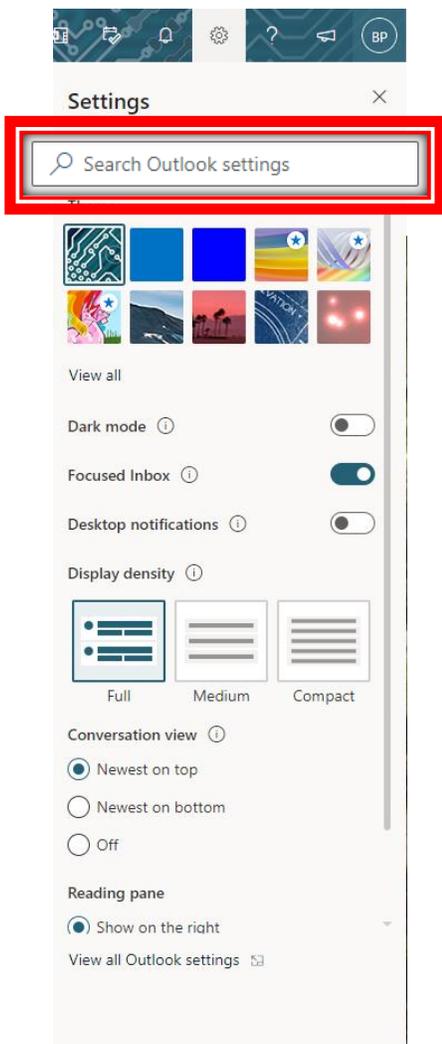
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3. Under the Compose and reply section of the settings menu, click "insert pictures inline" and
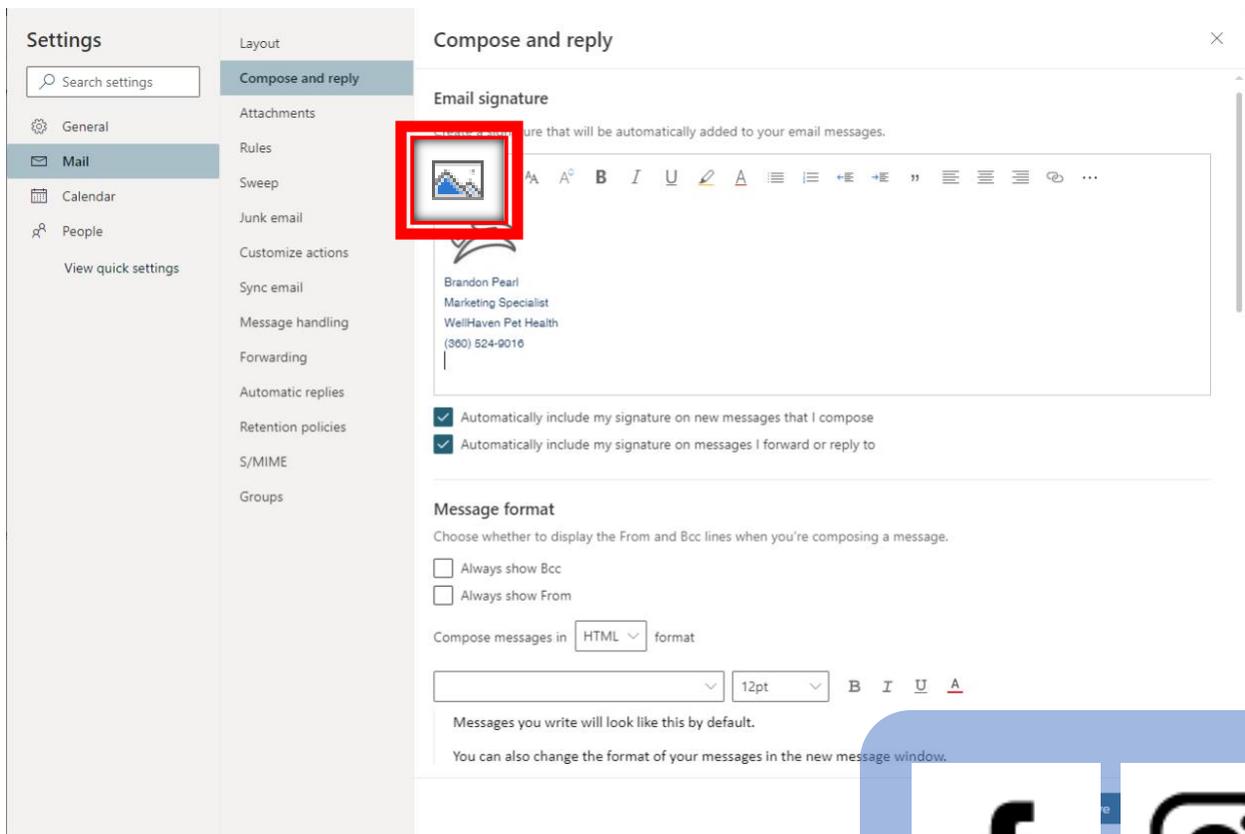
select the social media icon provided. (save the logos below if you do[...]s media icons).
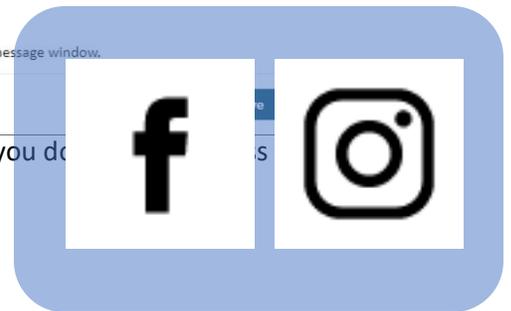
4. Click on your newly added icon within the email signature box then click "insert link".
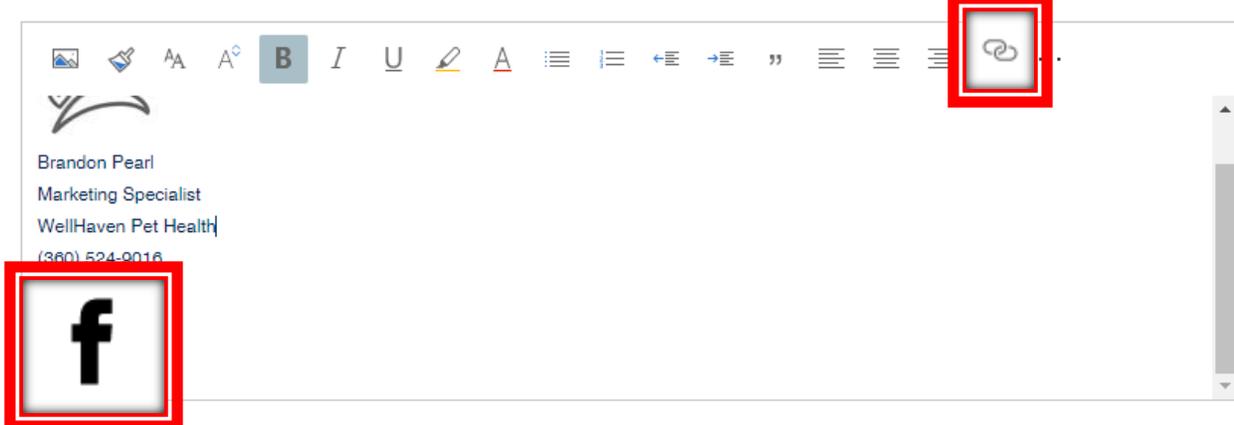
5. Go to your hospitals Facebook page and copy the URL.
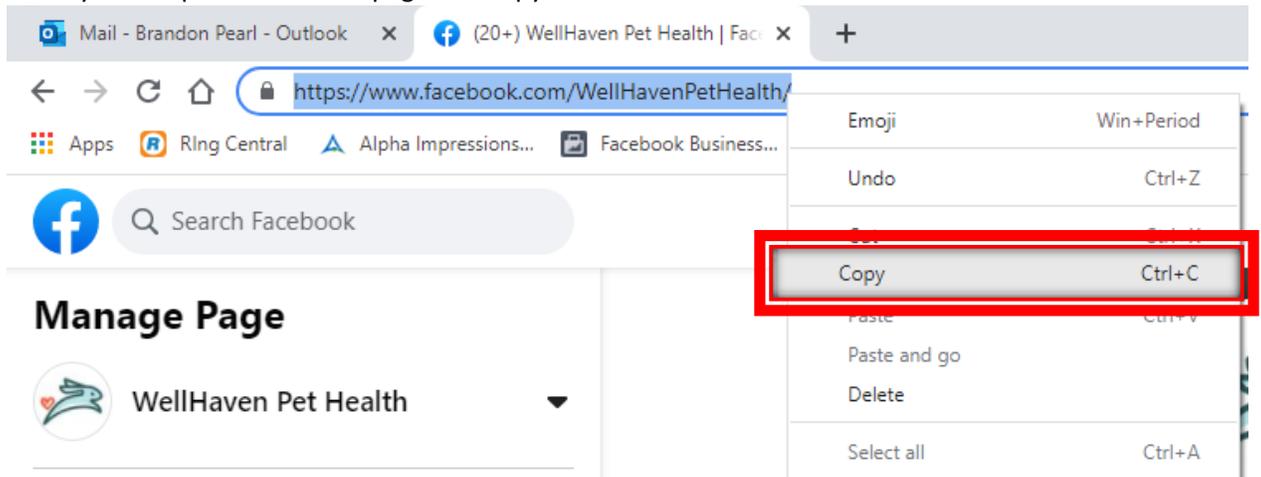
6. Paste the URL in the web address bar under the insert link section, then click "OK".
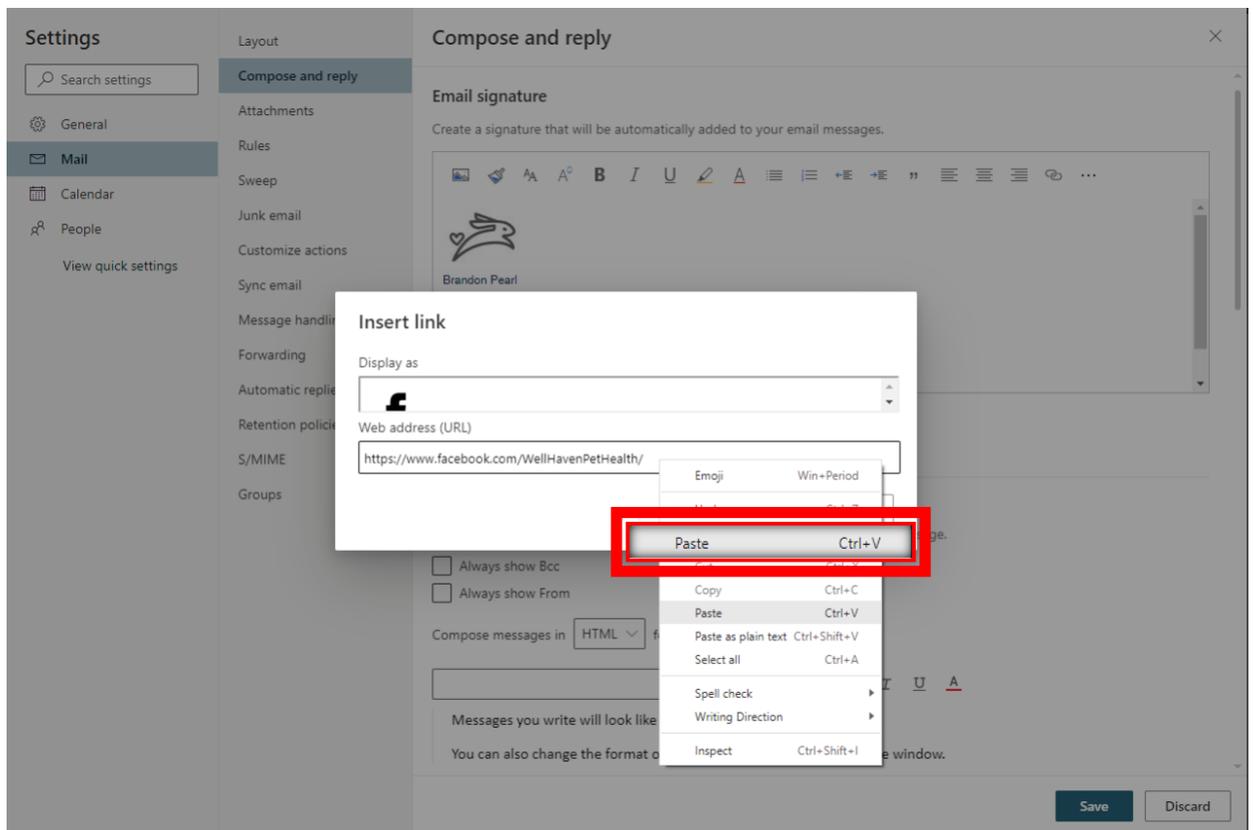
7. Repeat steps 1- 6 for any other icons/websites you would like to include in your email signature.

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8. Click "Save".