

# OnceHub Set-Up

## How to Insert OnceHub Button with URL/Link into Outlook Signature Block

Once you have the OnceHub button with link added, you will need to submit the material to Marketing Regulatory Review (MRR) using the Advertising Review Tool (ART) for record retention. **ClientWorks Main Menu > Compliance > ART**


### How to Insert OnceHub “Button” into your Outlook Signature Block

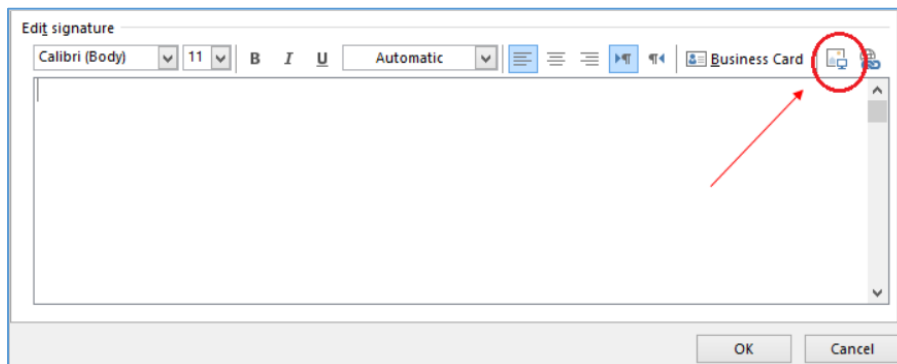
1. In Outlook, go to the **File** tab, choose **Options > Mail > Signatures**:



Create or modify signatures for messages.


Signatures...

2. On the **E-mail Signature** tab, in the **Edit signature** box, choose the signature you want to modify or create a **New** signature block.
3. In the **Edit signature** text box, add a new line under the current signature by positioning your cursor at the end of the line with signature, and then press **Enter**.
4. Choose the **Picture** icon  at top right above text box:



5. Go to the folder where you saved the OnceHub “button” you want to use and choose it. Here are some sample “buttons” (and more can be found [here](#)):



6. Click on the button picture, choose **Insert Hyperlink** icon , and paste your **Master Page URL** in the **Address** box. Click **OK** then **OK** again to save.