OnceHub Set-Up

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

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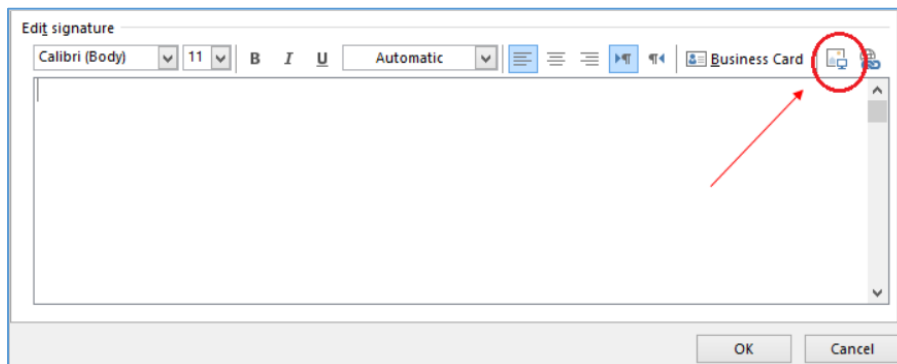
5. Go to the folder where you saved the OnceHub "button" you want to use and choose it. Here are some sample "buttons" (and more can be found here):

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.