

Instructions for updating signature for WFR in Outlook



How to Add the Walk for Rice Logo to Your Outlook Signature

✓ Easiest Option (Recommended)

1. Copy banner above (Ctrl+C)
2. Open Outlook.
3. Click File → Options → Mail → Signatures.
4. Open your current signature.
5. Copy and paste the updated signature (with the logo) into the signature box.
6. Click the Link icon (looks like a chain).
7. In the address field, enter:
<https://www.walkforrice.org>
8. Click OK.
9. Click ok again if needed.

Done!

Your signature can look like this, with the Walk for Rice banner at the bottom. When recipients click the banner in your email, it will take them directly to the Walk for Rice website (www.walkforrice.org). Thank you for considering adding this to your signature — it greatly helps with promotion!

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Below is a GIF of the full process (note: this only works on the desktop version of Outlook/Word).



