**How to add and hyperlink JPEGs for email signature – The Oliver McGowan Mandatory Training on Learning Disability and Autism**

To add a JPEG to your outlook email signature, please following the instructions below:

Step 1 – Click on email signature Graphical user interface, application, Teams

Description automatically generated

Step 2 – Click signature

Step 3 – Copy and paste the below image into your email signature:



Step 4 – Right click on the email signature

Step 5 – Click link

Step 6 – Copy and paste <https://www.hee.nhs.uk/our-work/learning-disability/current-projects/oliver-mcgowan-mandatory-training-learning-disability-autism> into ‘address’

Step 7 – Click OK