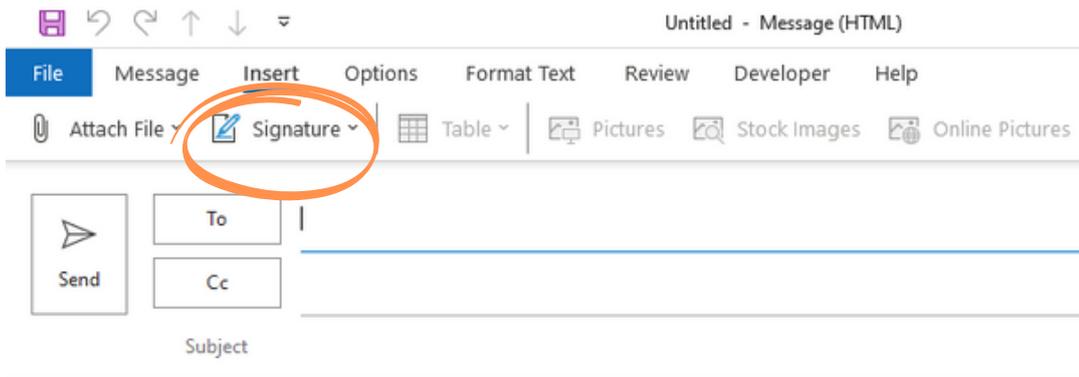


## HOW TO ADD CDEP TO YOUR EMAIL SIGNATURE

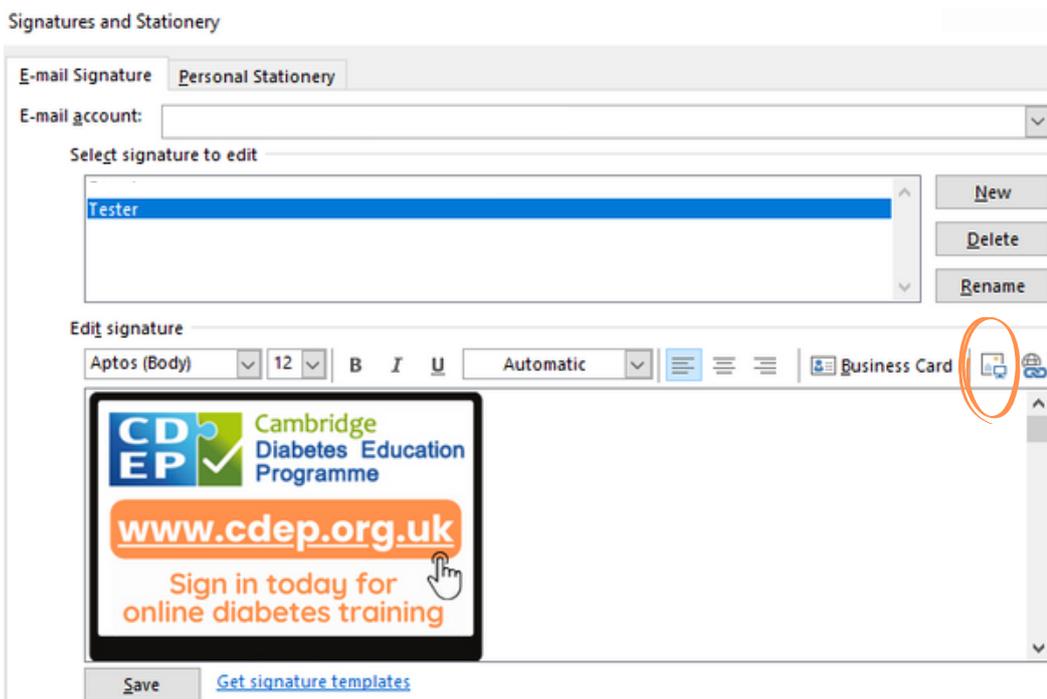
Boost diabetes training by adding a direct link to CDEP to your email signature.

For Microsoft Outlook follow these easy steps: (various email applications may differ slightly)

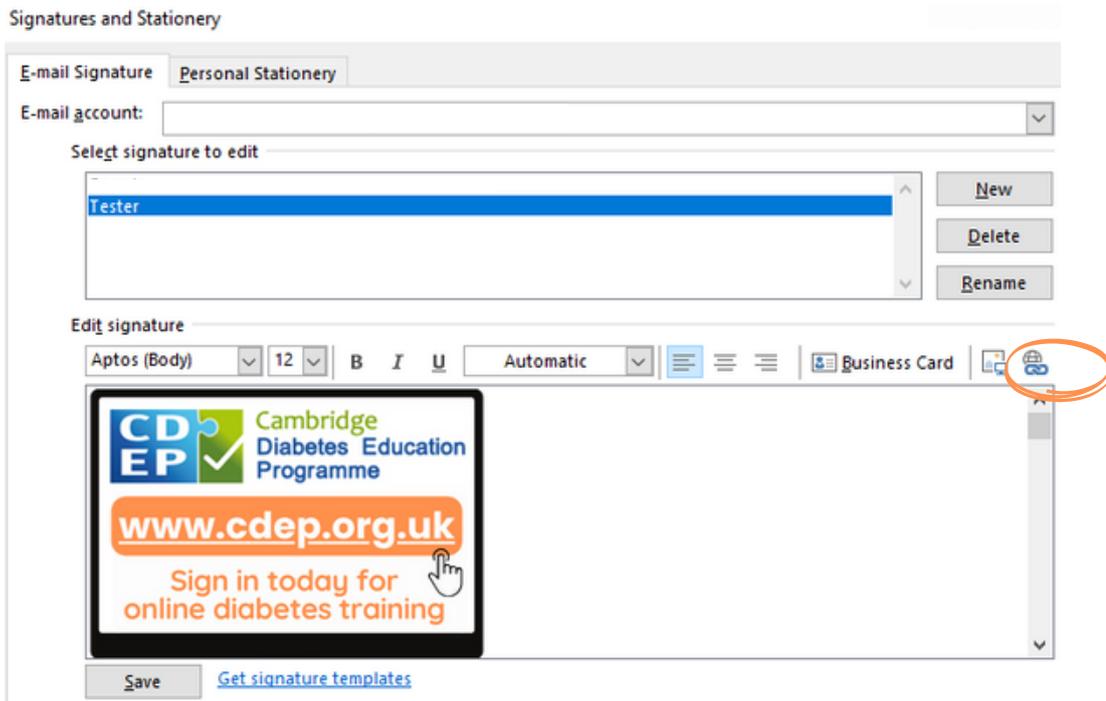
- 1 [Click here](#) to download the CDEP logo - right click on the image and save it to your computer.
- 2 Open your Outlook email - and start/compose a new message.
- 3 When the new message box opens, look at the top ribbon:
  - Click INSERT
  - Then select SIGNATURES



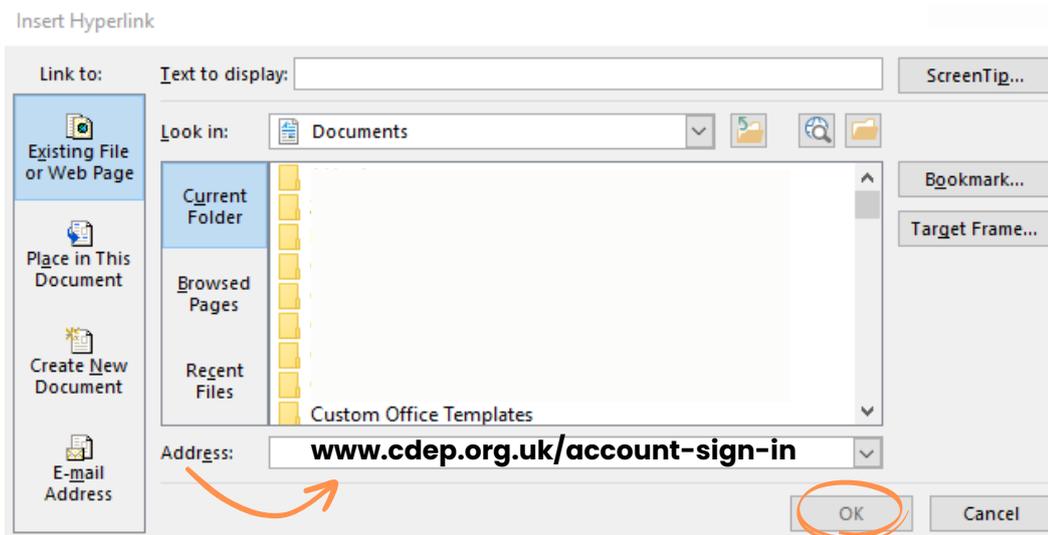
- 4 A Signature Editor box will open up.
  - Position your cursor where you want the logo to appear.
  - Click on the little image icon  and select CHOOSE FILE or UPLOAD IMAGE
  - Navigate to where you saved the CDEP logo on your computer and select it.



- 5 Once you have inserted the CDEP logo, you need to hyperlink the image to CDEP's URL:
- Copy this URL: [www.cdep.org.uk/account-sign-in](http://www.cdep.org.uk/account-sign-in)
  - Then click on the hyperlink icon 



- 6 A Hyperlink box will open up.
- In the Address Bar, paste the CDEP URL you copied earlier - and select OK



- 7 After the Hyperlink box closes, you will be back in the Signature Editor box. **It's very important that you select SAVE - and then OK.**
- Your new email signature is all set up! Teammates who click on the CDEP logo at the bottom of your email, will have direct access to CDEP and can SIGN IN to start training. Easy peasy!

