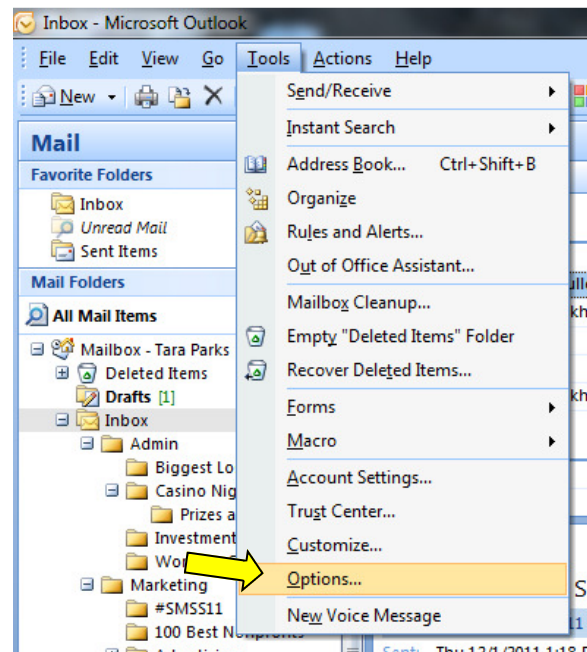
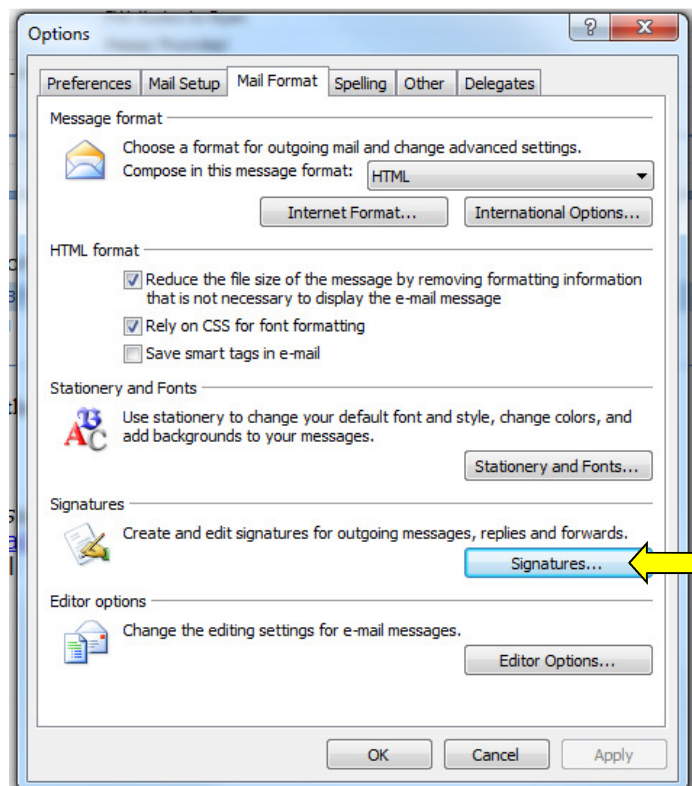


## How to add holiday-themed social media icons to your Outlook signature

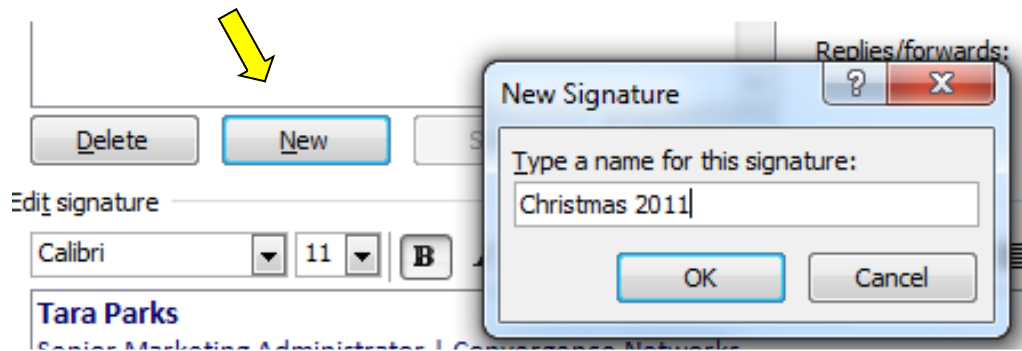
1. Go to the Tools menu and click Options.



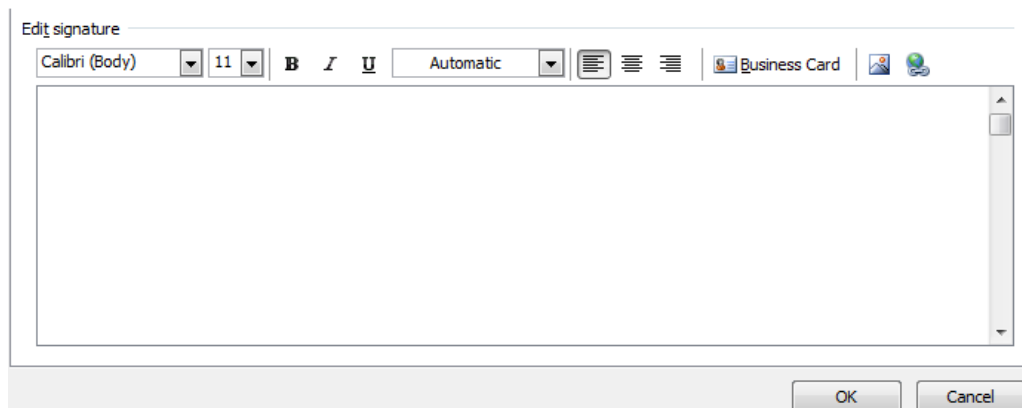
2. In the Options box, click to the Mail Format tab, and then click on Signatures.



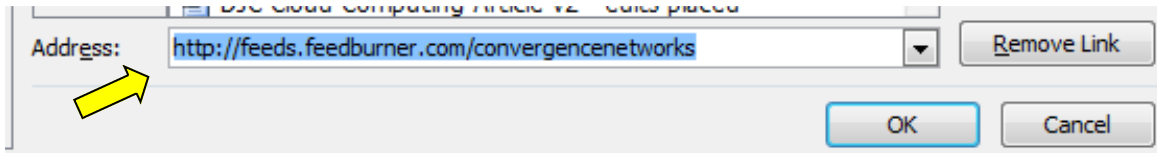
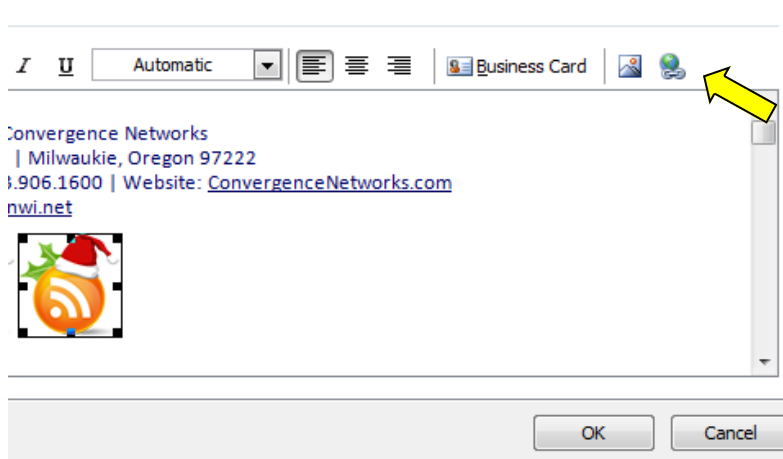
3. Click on New, and enter the name for your new signature type.



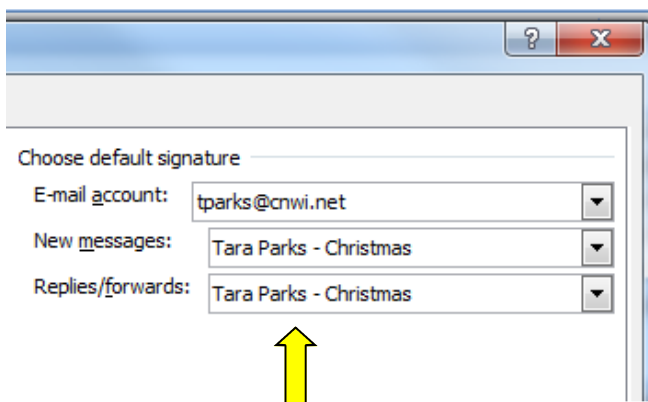
4. Copy and paste your regular signature into the blank space, and then add the new icons. I found some nice Christmas social media icons at the ExtremeJohn.com blog (<http://www.extremejohn.com/26-free-christmas-social-media-icons/>). Download the icons you want, from a trusted and safe website, and then paste them into your signature.



5. Add the links to each icon by highlighting the icon, and then clicking the Insert Hyperlink button. Paste the link for each social media site.



6. Finally, be sure to update which signature will be the default for your new and forwarded messages. The final product should look something like this. Pretty festive!



**Your Name**

Title | Company  
Street Address | City, State ZIP  
Phone | Website



How-to tips courtesy of the Convergence Networks blog: <http://www.ConvergenceNetworks.com/blog/>