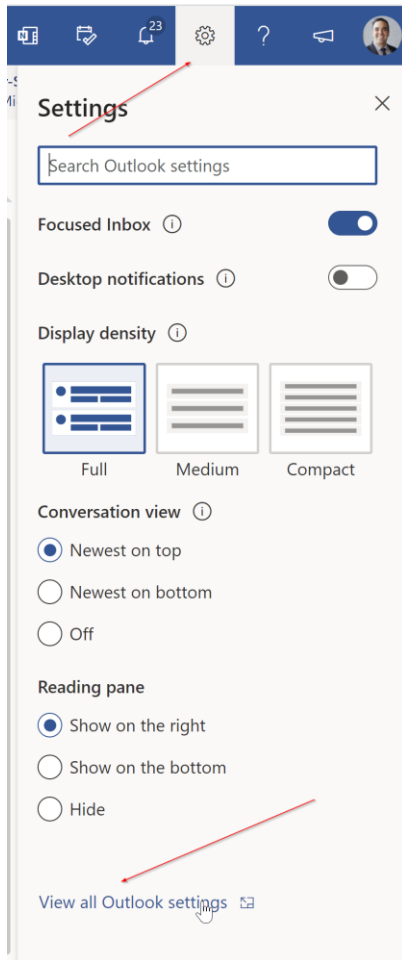# SOP – Trackable Signature – Events and More

1) Access your Outlook Web

2) Click on "Settings" (Gear Icon), and then scroll to the bottom and find "View all Outlook Settings"
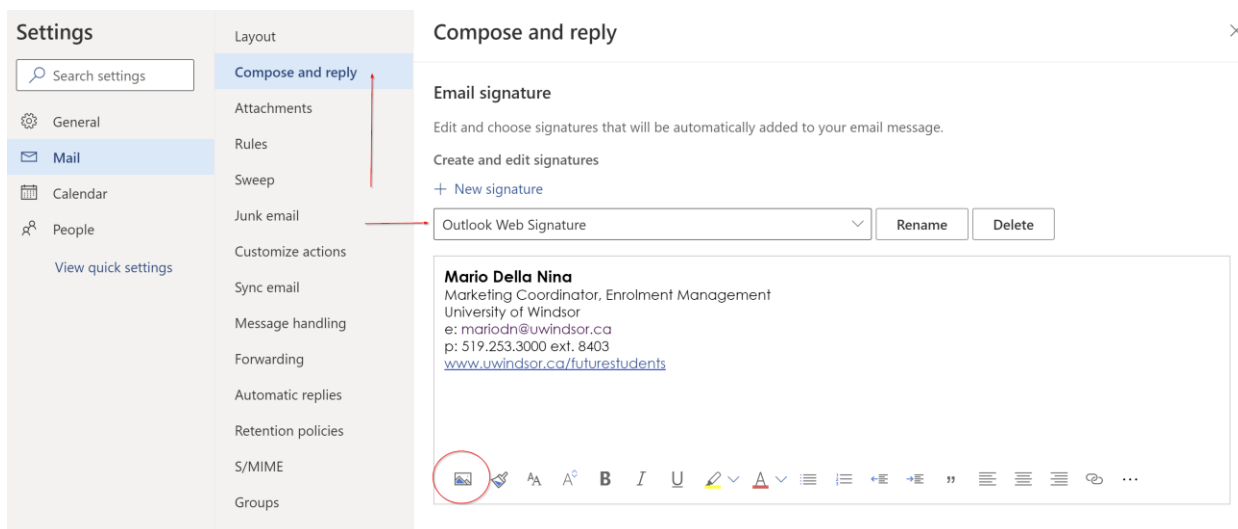


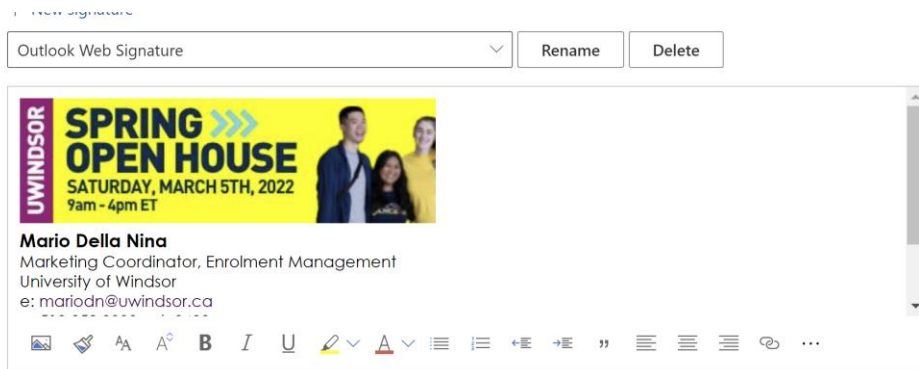3) Click and a pop up will show up.

4) Make sure to be under the tab "Email > Compose and Reply"

5) The dialog box on the right will pop up your current signature.

6) With the image sent and provided by the marketing team click on the image icon on the bottom menu of the dialogue box.
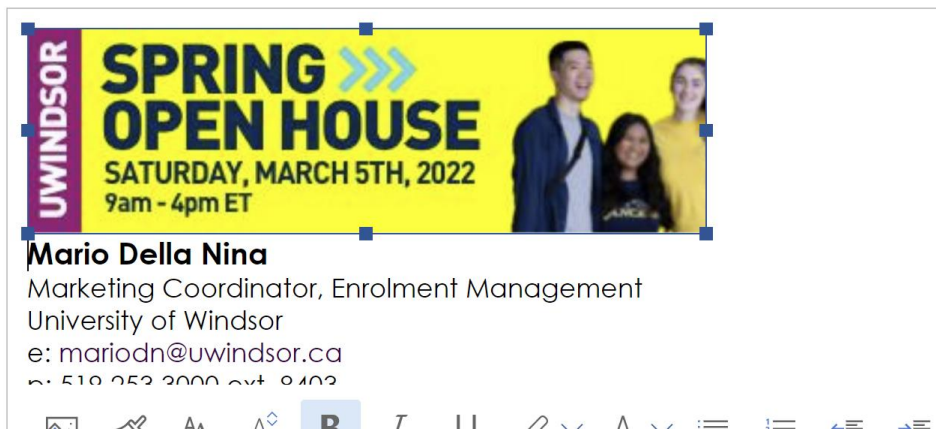


7) Browse the image on your folder, and click on "Open" to pop up the image into yhe dialogue box.
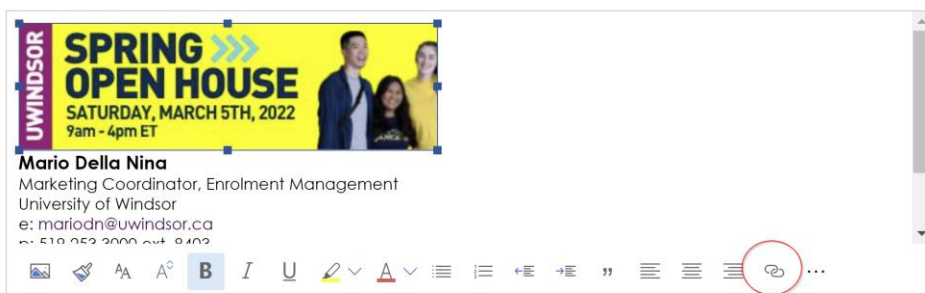
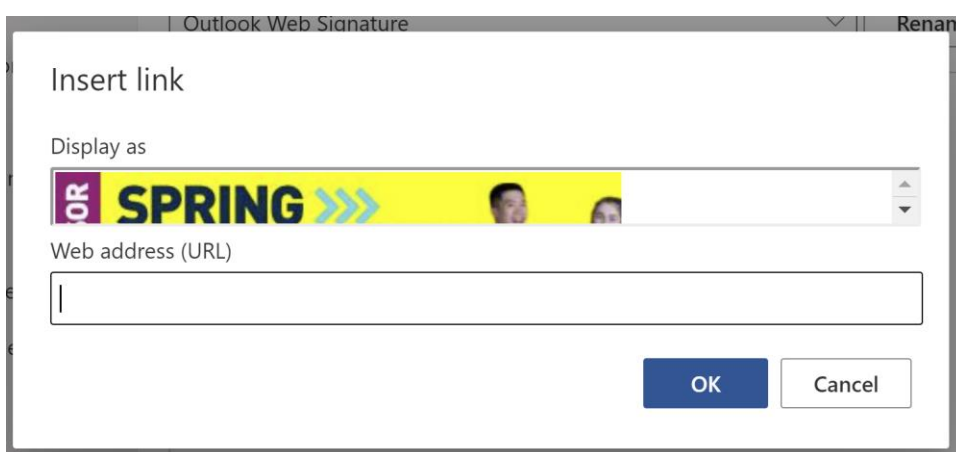8) With the image showing up, now it is time to add the trackable link.

9) Select the image with double click.



10) With the image selected as shown on the previous image, find the "LINK" icon on the bottom menu.



11) A pop up box should show up like this:



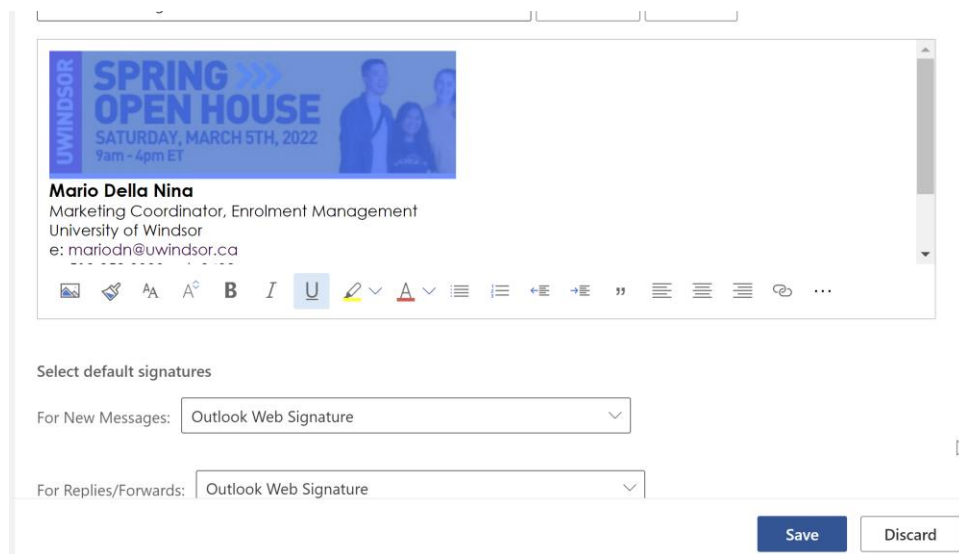12) On the Web Address field, please use the link provided by the Marketing Team.

For Spring Open House (March 5th) >>> https://future.uwindsor.ca/open-house?utm_source=email-signature&utm_medium=email&utm_campaign=spring-open-house-march-2022&utm_id=spring-open-house-march-2022

For Fall Open House 2022 (November 5th) >>> https://future.uwindsor.ca/open-house?utm_source=email_signature&utm_medium=email_signature&utm_campaign=OPEN_HOUSE&utm_id=OPEN_HOUSE

13) Click "OK".

14) The image will show up linked to your signature.

15) The image will be highlighted, and you just need to hit SAVE.



16) Your signature is now set and ready to be tracked!


Any questions, please contact:

mariodn@uwindsor.ca