Question **How do I add a Constant Contact signup link to my MS Outlook email signature?**

Answer

You can add a signup link to your Outlook or MacMail signature. If you use Outlook, see the instructions below. If you use MacMail, go to constantcontact.com and click on help.

To add a Constant Contact signup link to your MS Outlook email signature:

1.   Click **My Settings** > **Site Visitor Signup.**
2.   Under Add a Signup Box to Your Website, click **Start Wizard to generate HTML code**.
3.   Under Select a Signup Box Style, click **Text Links** > **Next**.
4.   Click **Next**.
5.   Under Get HTML Code, within the HTML Code text box, scroll down and locate the first HREF tag (This is the URL for your Signup form).

Example: `href="http://visitor.constantcontact.com/d.jsp?m=1101831343324&p=oi"`
6.   If you are using Microsoft Outlook 2003, go to line A, If you are using Microsoft Outlook 2007, go to line B.

A. To add the URL for your signup form to your email signature in Microsoft Outlook 2003:

1.   Within Outlook, click **Tools > Options**.
2.   Click **Mail Format**.
3.   Under Signatures, click **Signatures**.
4.   Under Create Signature, click **New**.
5.   Enter a name for your signature and select Start with a blank signature.
6.   Click Next.
7.   Under Edit Signature, enter your signature text, including your invitation to subscribe.

Example: Sign up for our FREE e-newsletter
8.   Highlight your invitation text, right-click, and select **Edit Hyperlink**.
9.   Enter the URL for your signup form and click **OK**.
10.   Click **Finish** to close the Edit Signature window.
11.   Click **OK** to close the Create Signature window.
12.   Click **OK** to close the Options window.

Note: This procedure is documented by Microsoft as it is a Microsoft Windows process. Excerpts of the procedure are noted here. For the most updated information and support on this process, please refer to Microsoft's website: http://support.microsoft.com.

B. To add the URL for your signup form to your email signature in Microsoft Outlook 2007:

1.   Within Outlook, click **Tools > Options**.
2.   Click **Mail Format**.
3.   Under Signatures, click **Signatures**.
4.   Under Signatures and Stationary, click **New**.
5.   Under New Signature, type a name for your signature and select **OK**
6.   Enter your signature text, including your invitation to subscribe.

Example: Sign up for our FREE e-newsletter
7.   Highlight your invitation text, click Insert Hyperlink, and enter the URL for your Signup form in the Address field.
8.   Click **OK** to close the Insert Link window.
9.   Click **OK** to close the Signatures and Stationary window.
10.   Click **OK** to close the Options window.

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