

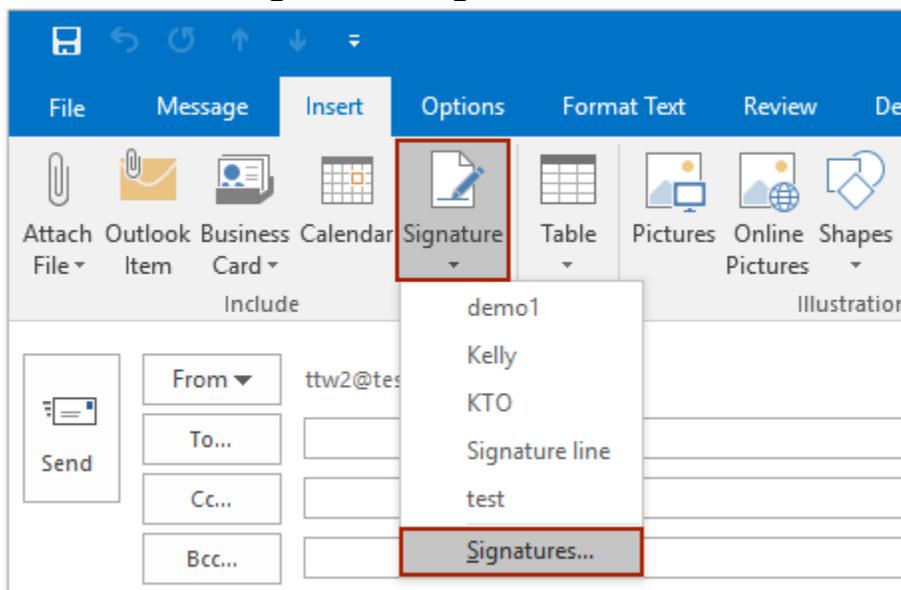
# How to Add Diversity Calendar to Signature in Emails in Outlook?

You may want to help in promoting diversity, equity, and inclusion, you can add the DDRC Diversity Calendar to you email signature. This article is to help you insert hyperlinks to signature in Email messages in Microsoft Outlook simply.

## Add hyperlinks to signature in emails in Outlook

### Add Hyperlinks to Signature in Emails in Outlook

1. Get into the Message window by creating a new email.
2. Click **Insert > Signature > Signatures**. See screenshot:

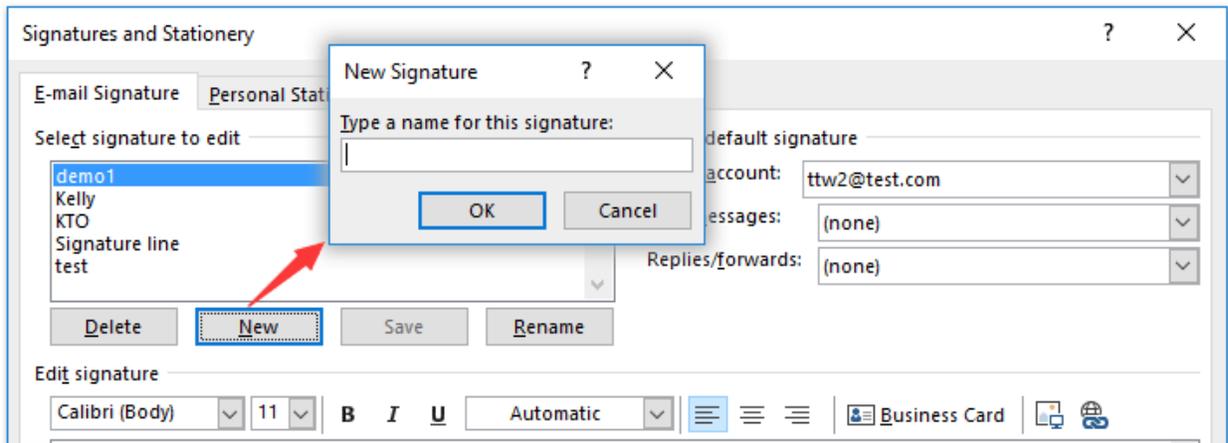


By the way, you can also find **Message > Signature** in the **Include** group.

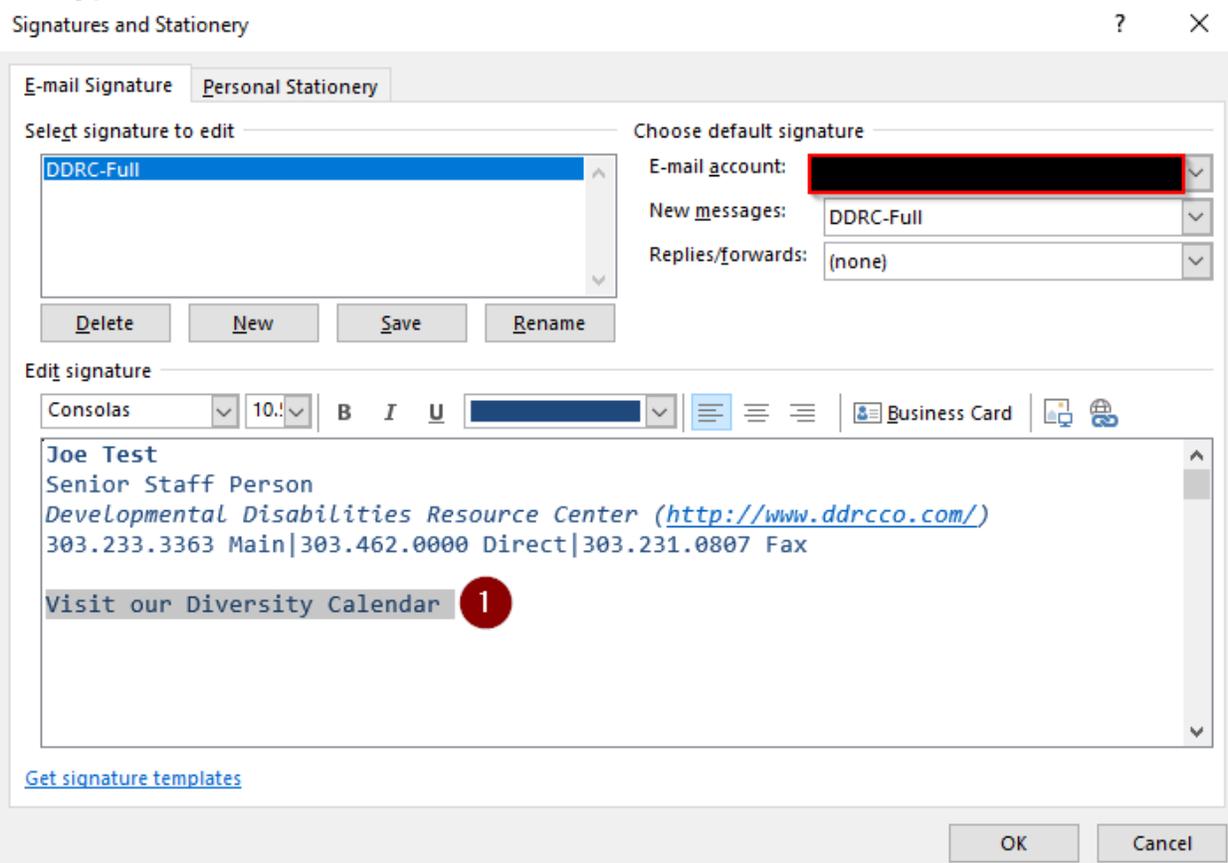
3. In the Signatures and Stationery dialog box, select the name of signature you will add a hyperlink to in the **Select signature to edit** box.

*Optional:* If you want to create a new signature with hyperlinks, you can click the **New** button below the **Select Signature to edit** box. And then type a name for the

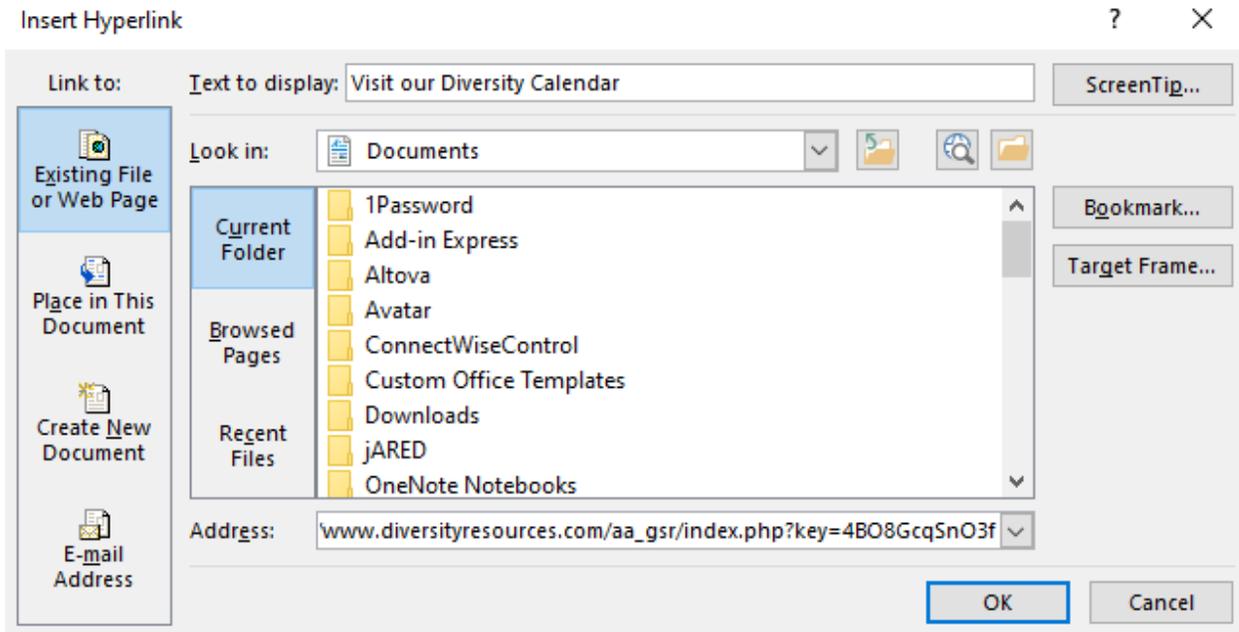
new signature in the popping up dialog box. See the following screen shot:



4. In the Edit signature section, add text to your signature for Visiting our Diversity Calendar then select and highlight the text you will add a hyperlink for, and click the **Hyperlink** button in the toolbar. See screenshot:

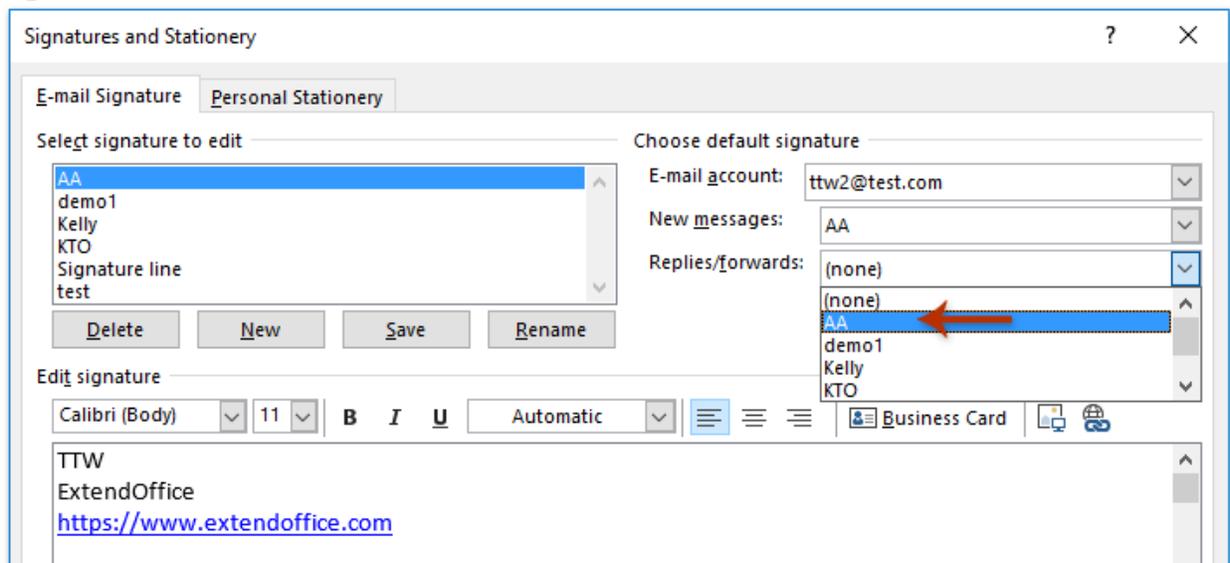


5. Then the Insert Hyperlink dialog box comes out, please enter the calendar address ([https://www.diversityresources.com/aa\\_gsr/index.php?key=4BO8GcqSnO3f](https://www.diversityresources.com/aa_gsr/index.php?key=4BO8GcqSnO3f)) in the **Address:** box and click **OK** button.



6. Now you can click the **OK** button in the Signatures and Stationery dialog box to finish editing.

However, if you want this edited signature with hyperlinks inserted in new messages and Replies / Forwards messages automatically, you have to configure the default signature as follow:



**Apply a signature in every new message automatically:** In the **Choose default signature** section, select the signature you want to apply in the **New Messages:** drop

down list.

**Apply a signature in every Replies / Forwards message automatically:** In the **Choose default signature** section, select the signature from the drop-down list of **Replies/forwards:**