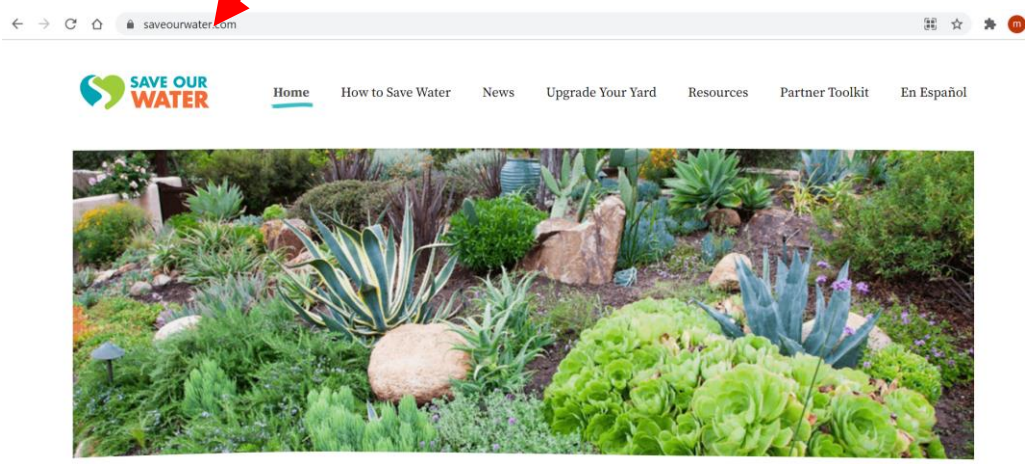
How to add the Save Our Water web address as a hyperlink to your Outlook email account signature block

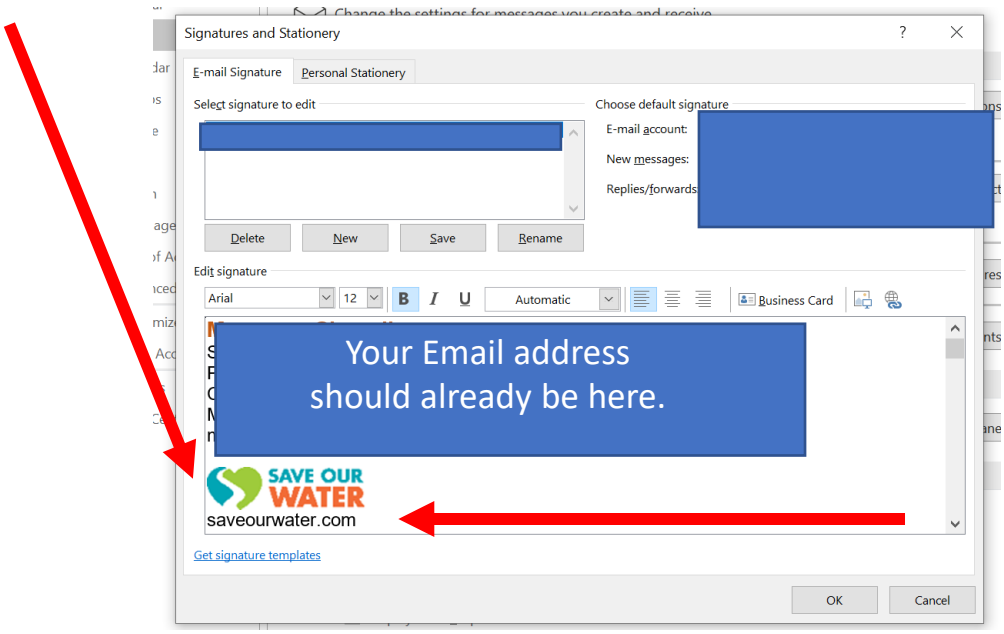
1) Go to the Save Our Water website (https://saveourwater.com/)
2) Copy the website address from the top of your browser

https://saveourwater.com/

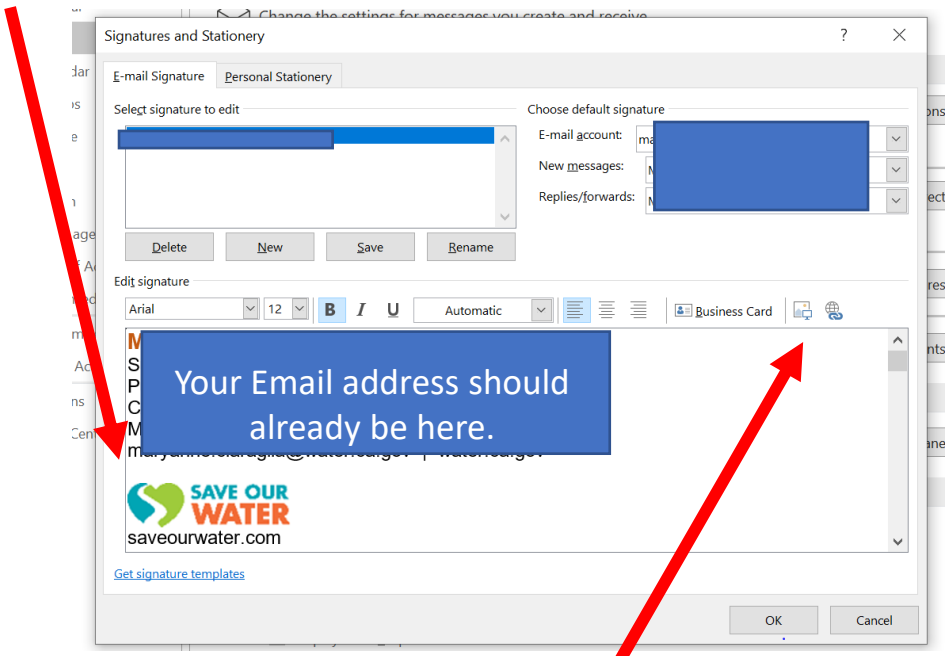


3) Open up the area in your email account where you set up your signature block. Go to Outlook and click on File – Option- Mail – Signature)

4) Once you are in the signature area of your email account, TYPE in the website address (saveourwater.com) to look like you want it to appear in your signature block. (saveourwater.com). Above the web address, copy and past the appropriately sized SOW logo

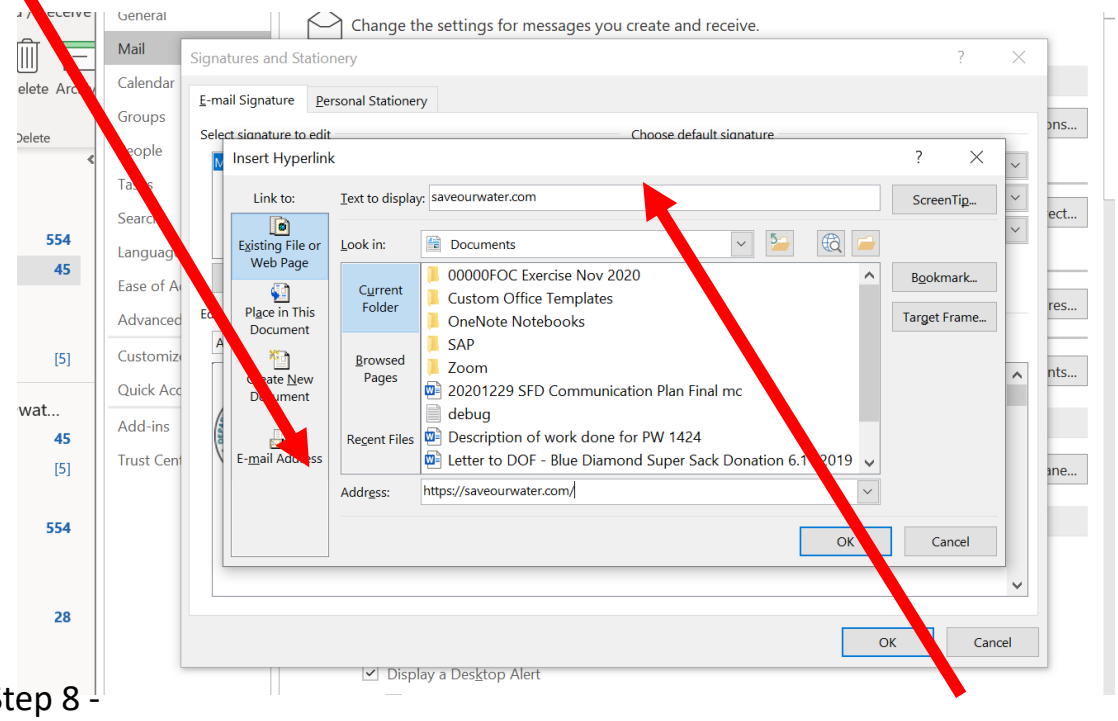


Step 6 - HIGHLIGHT the SOW web address you just typed in



Step 7 - Then click on the hyperlink icon

Step 8 - Right click on the "address box" and paste in the address that you copied off the save our water website in step 2.



Step 8 -

- Make sure the web address name is how you want it to look on your signature block
- Hit Ok and hit OK in your signature block. Link should appear now in your signature block and hyperlink to the Save Our Water website.