

Adding social media icons to Hotmail Signature

Hotmail is a little trickier than the other signature files. Follow these step by step instructions to add a facebook, twitter and LinkedIn icon to your hotmail email signature.

1. Login to Hotmail
2. From the upper right hand corner click on the drop down arrow next to your account name
3. Click on Options
4. Then click on the mail tab on the left hand side
5. Under "Writing Email" click on Message Font and Signature
6. In the Personal Signature box, follow these instructions.
 - a. Change the editor type from "Rich Text" to "Edit in HTML" from the drop down on the right hand side. If there is text in the editor, go ahead and clear it out at this point so you are starting with a blank slate.
 - b. Type in your name and contact information – the font will not look like the one you selected above, and that is ok. When you are done typing and adding in the icons, you can change from HTML to text mode and change the fonts if you want.
 - c. Place the cursor below the contact information where you want the icons to appear.
 - i. **Facebook:** For the facebook icon, type in this code ``
 - ii. **Twitter:** For the twitter icon, type in this code ``
 - iii. **LinkedIn:** For the LinkedIn icon, type in this code ``

Note: the icons may have a blue or purple line around them. I have tested this and the lines show up in your signature when you send an email, but the email recipient does not see these lines. Please also remember to change the page URLs for each of the accounts. You'll want to put in your actual facebook account URL into the code above.

When you are done entering in the information, it should look something like this...

Personal signature

If you'd like to have a signature added to the bottom of each message you send, enter it below.

```
Tahoma 10 B I U  Edit in HT...  
Patrice Valentine  
123 Address  
City, State Zip  
Phone  
<a href="http://www.facebook.com/yourpage"></a> <a href="http://www.twitter.com/yourpage"></a> <a href="http://www.linkedin.com/pagename"></a>
```

7. You can now use the drop down to switch back from HTML mode to Rich Text Mode to see the work you just did and format the text to look the way you want it to. You may have to enter in line breaks now.
8. Then click save. The next time you send an email, this signature will appear!