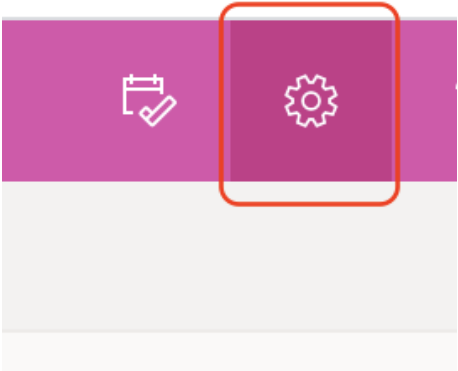
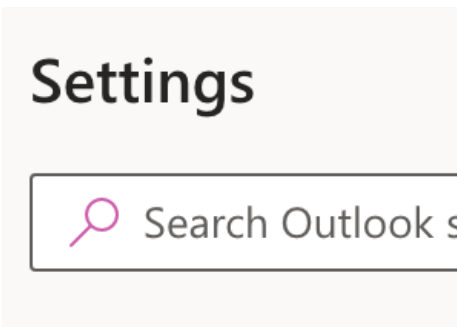
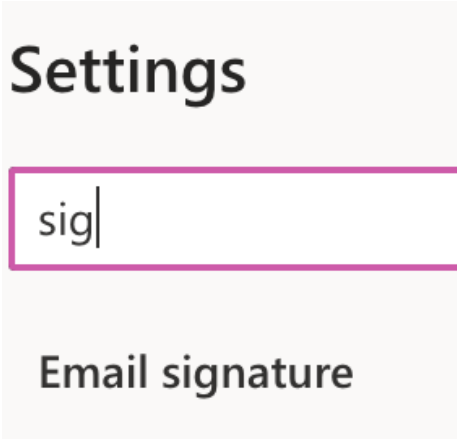


Outlook - How to Add Teams and Zoom or any other Logo to your Email Signature

Open your office 365 account	https://www.office.com/?auth=2
I am using the web version	
Go to Settings	
	
	

Insert hyperlir



You can title the link as Chat with me to Teams! or whatever you want

The Web address URL for TEAMS will be just like this but your email

<https://teams.microsoft.com/l/chat/0/0?users=susanne.kraft@austin.utexas.edu>

Except replace susanne.kraft@austin.utexas.edu with your austin.utexas.edu email address

Insert link

Display as:

Chat with me on Teams!

Web address (URL):

<https://teams.microsoft.com>

For Zoom choose the Insert Link and for the Display as:

You can title the link as Connect with me on Zoom or whatever you want

The Web Address URL but you need your zoom ID don't use this one cus it's for me

<https://utexas.zoom.us/j/3787>

Insert link

Display as:

Connect with me on Zoom

Web address (URL):

<https://utexas.zoom.us/j/3787037251>

To find your zoom code open your zoom account

>Go to your Profile Picture

>Choose Settings

Search

Susanne Kraft

kra***@eid.utexas.edu



Add a Personal No



Settings

Choose Profile

View Advanced Features

●

Settings

⚙️ General

📺 Video

🔊 Audio

🖥️ Share Screen

💬 Chat

👤 Virtual Background

🎥 Recording

👤 Profile

📊 Statistics

🗂️ Keyboard Shortcuts

Su

Vie

Chi

The Personal Meeting ID is the link that is circled in RED so that'll be what you put into the Zoom URL link

Profile

Meetings

Webinars


Personal Audio Conference

Recordings

Settings

Account Profile

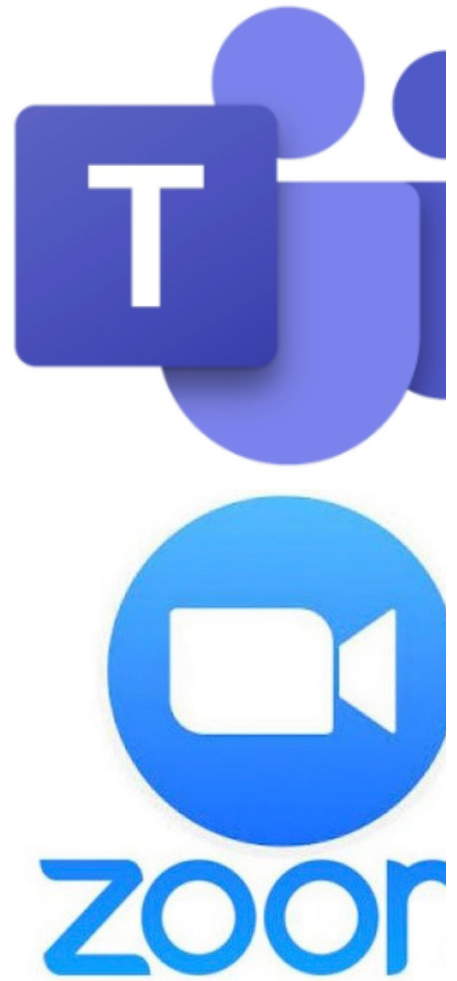
Reports



Change

Personal M

Now the ICONs are just copied and paste
click on them to download
Open the jpeg in "preview" or similar and copy it



Put some space before the hyperlink to paste your ICON.
Just hit the space bar a couple of times.



Then Paste the ICON

 [Connect with me on](#)

Emoji & Symbols

Undo

Redo

Cut

Copy

Paste

Paste and Match Style

Select All

Click on the image you just pasted and choose size and choose small

Size



Remove image

Add alternate text

The use the bounding box to continue to size as you like

That is it



[Chat with me on Teams!](#)

