

**Instructions to Place MSECC Badge in Email Signature**

We are offering an email signature badge for employees who pledge to the Missouri State Employees Charitable Campaign (MSECC). **This is a completely optional show of support**. Please make sure your Department doesn’t have restrictions on the use of images in your email signature before using.

You may update your signature using the attached image to show your support of the MSECC and its participating charities. To do so:

1. Copy the image from this document.
2. Open Microsoft Outlook and click on **New Email**.
3. In the **Insert** tab, go to **Signature>** and drop down to **Signatures**.
4. In the edit signature field, paste the image you copied in Step 1 to the bottom of your email signature.
5. Select **OK**.
6. Close the draft email, and open a new one. The badge should now show up in your email signature.



Additionally, if you are interested in hyperlinking the badge image to the MSECC website, you may select the image in the **edit signature field**, select the hyperlink button (), then type <https://msecc.mo.gov/> in the **Address** field at the bottom, then select **OK**.

Thank you for your support of the Missouri State Employees Charitable Campaign!