## **Clickable Email Banners.**

These banners can be added to your email to allow people to click and find out more about the work of the Building Safety Regulator (BSR) and how it effects residents.

Simply copy and paste your favourite banner into your email signature.









Everyone should be safe and feel safe in their own home







## If you need to add a link to the banner in Outlook, from scratch, then follow these instructions

**1.** In Outlook go to the Signature button on the Message tab. On the drop-down menu choose Signatures...

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2. Click the new button and give the signature a name. Click OK to save.

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**3.** To add the email banner image, click the new signature name in the top right hand side list to select it. Then click on the add image icon, highlighted below. Browse to the required email banner image and click select.

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4. The selected email banner will appear in the box. Click on the banner to select it and then click on the insert hyperlink icon, highlighted below.

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**5.** Insert the following URL into the Highlighted dialoge box and select OK to save and make the banner a clickable button, which will link to the BSR Ebulletin sign up page.

Add this URL:

<u>https://buildingsafety.campaign.gov.uk/your-home-your-</u> <u>safety/?utm\_source=email&utm\_medium=banner&utm\_campaign=bsr&utm\_id=residents&ut</u> <u>m\_term=your-home-your-safety&utm\_content=paid-adverts</u>

Click OK to save.

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**6.** To use the signature go to the go to the Signature button on the Message tab and click on the name of you signature in the drop-down menu and the signature will appear in your email.

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| Subject   | Signatures   |   |   |   |
| Your Home<br>Your Safety                          | Do you live in a<br>high-rise building?<br>Know your rights Find out more  |   |   |   |