

How to Use the Hot Spots

- Open Microsoft Outlook
- Click on “Tools” tab, then scroll down and click on “Options”.
- Click on “Mail Format” tab, and then click on the “Signatures” button.
- With the window open above, right click on a Hot Spot, and then select “Copy”.
- Go back to the “Signature” box area, click your mouse on the spot under your name (or other area) where you would like to place the “Hot Spot”, then right click, and select “Paste”.
- Then click “Ok” and “Ok” again to close the windows.

Please note, the Hot Spots can be resized. Just click on the Hot Spot, use your mouse to go to a corner of the button and an arrow appears. Use the arrow to resize. You cannot resize it in the “Signature” box.