

How to use the Coffee Morning social media assets

How to download the assets

It's easy to download our Facebook and email signature assets to share on social media and in your emails.

Steps:

1. Click on the link on the Coffee Morning website of the asset you would like to download.
2. If you are on a desktop, the image should open in a new window or tab. Then right-click on the image and select 'Save image as...'. Then you can save it where you would like on your computer.
3. If you are on a mobile or a tablet, click and hold on the image. A pop-up should appear that may give the option to 'Download' or 'Save to photos' depending on the type of mobile phone or tablet you have.



How to share the Facebook assets

To share the social media asset to your Facebook simply:

1. Go to create a post on your Facebook homepage. Select 'Photo' or 'Photo/Video option.'
2. Add 1 of the social media assets by selecting it from the folder or place that you saved it.
3. Add in details about your Coffee Morning like where and when it will take place and if you would like people to bring treats. You could also add a link to your JustGiving page so people can donate if they can't attend. Lastly, if you added your event to our [Coffee Morning events listings](#), you could share a link to this too.
4. When you're happy with the copy, click post!

How to add the email signature to your emails

Outlook (desktop app)

1. Create a new email
2. Select the 'Insert' tab then click 'Signature' and select 'Signatures...' from the drop down.
3. Select the signature you would like to edit. In the text box, click the  (insert pictures inline). Then select the Coffee Morning signature image.
4. You should be able to resize the image by clicking on it. You could also add information about your Coffee Morning above or below the image.
5. If you want to make it so when people click on the image it goes to a link, right click on the image and then the  (insert hyperlink button).
6. In the pop up window, add a link to your JustGiving page or to your event listing if you added it to our [Coffee Morning event listings](#).

See more advice from Microsoft about [adding and updating your email signature](#).

Gmail

View advice on [how to add or edit a Gmail signature](#) on your computer, android or iPhone/iPad.

Yahoo

View advice on [add or edit your email signature in the Yahoo Mail app](#).