

Celebratory Email Banner



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Amplify ALIVE IVMDay 2025 celebrations with our special email banner for members. Thanks for helping to spread the word!

Instructions

1. **Download the banner** from this [Google Drive link](#).
2. **Open Options or Settings** in your email account.
 - a. In Outlook, click the gear icon in the top right corner of your web browser.
3. **Navigate to Signatures** settings for your email provider.
4. **Edit or Add a Signature**
 - a. Scroll down to find the Email signature section. You can edit the existing signature or create a new one by clicking Edit.
5. **Set Defaults**
 - a. Use the dropdown menus to select a new signature for New messages and Replies/forwards.
6. Attach the banner.
7. Use the following link to hyperlink your banner to the [IVMDay page](#)
 - a. <http://volunteeralive.org/ivmd>
8. **Click Save** to apply your changes.

Example

The following is an example of a standard volunteer email signature with disclaimer for ALIVE business with the IVMDay banner below.

David C. Horwitz, MA, CVA
Board Member & Marketing Chair
Association of Leaders in Volunteer Engagement



As an ALIVE volunteer, my responses may be delayed as volunteer work is often done outside regular working hours. The views expressed here are my own and do not necessarily reflect those of ALIVE. ALIVE is not liable for the content of this email and I am fully responsible for any statements made.

