Fitness Passport Annual Survey 2024

Email Signature Instructions

Here are some instructions on how to install the annual survey email signature banner at the bottom of your current email signature, including inserting the survey link to the banner for your staff to open the survey.

1. In Outlook, go into the Settings menu > Accounts > Signatures and make sure you have selected the correct email account you want to add the new signature to.
2. Select and copy from the signature box all the content in your current email signature template.
3. Click the new signature button and paste your current signature content into the signature box.
4. Scroll down to the bottom of your signature and insert the new email signature banner provided, using the “Insert Image” button in the toolbar.
5. Highlight the banner, then click on the "Hyperlink" button in the toolbar.
6. In the Insert Hyperlink window, enter "<https://www.surveymonkey.com/r/FPANLSUR24>" in the Address field and click OK.
7. Name the signature “Fitness Passport Annual Survey 2024” and click save.
8. Scroll down to the “Select default signature” section and change both fields to the new Fitness Passport signature template then hit save.
9. You should have the new signature banner appearing each time you compose a new email or reply to an email.

If you have any issues adding the signature banner to your email account, feel free to contact our team at [support@fitnesspassport.com.au](mailto:support@fitnesspassport.com.au) for assistance.