

HEADNOTE

How to add a Headnote Payment Link to your Outlook Cloud signatures and emails

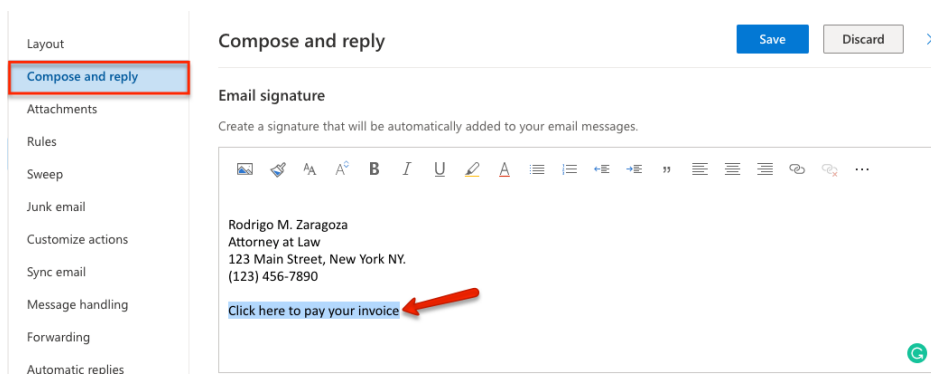
1. Log in to your Outlook account
2. Click the **gear icon** (settings) at the top right



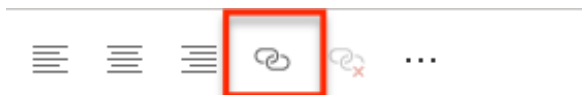
3. Click “**View all Outlook settings**” at the bottom of the list

View all Outlook settings 

4. Select “**Compose and Reply**” from the menu on the left
5. Add the desired text in the box and highlight it



6. Click on the “**Insert Hyperlink**” button



7. Paste your link on the “**web address**” field and click “**OK**”

Insert link

Text to display:

Click here to pay your invoice

Web address (URL):

<https://headnote.com/#!/pay/3d0eb0c3/operating>

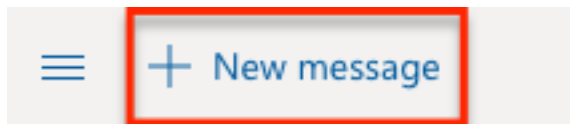
OK

Cancel

8. Click **“Save”** at the top-right of the Settings window

Add a Headnote Payment Link on an email body

1. Click on **“New Message”**



2. Begin writing your message and highlight the text you wish to be hyperlinked
3. Click on the **“Insert Hyperlink”** button

Hi John,

We thank you for your business, please see your invoice attached.
You can pay by phone or **online via Headnote through this link**



4. Repeat **steps 7 and 8**
5. Send your email with a payment link and get paid!