**Step 1: Copy your signature**

* Open the email signature file.
* Select all of it and copy (Ctrl+C / Cmd+C).

**Step 2: Open your email settings**

* In Gmail: Settings → See all settings → General → Signature
* In Outlook: File → Options → Mail → Signatures
* In Apple Mail: Mail → Preferences → Signatures

**Step 3: Paste your signature**

* Create a new signature and paste (Ctrl+V / Cmd+V).
* Save changes.

**Step 4: Add a link**

* Highlight the text or image in your signature you want to link.
* Click the “Insert link” / chain icon.
* Enter the URL: <https://bit.ly/OPUC-web>
* Save changes.

**Step 5: Test it**

* Compose a new email and check that the signature appears correctly and the link works.