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11.	Werk uw persoonlijke gegevens bij: naam, functietitel, bedrijf, e-mail en contactnumm	iers.
12.	Markeer uw e-mailadres en klik op de knop 'Hyperlink'.	

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14.	Het e-mailadr	es wordt blauw om aan te geven dat het een actieve hyperlink is wa	anneer het
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	Herhaal deze	stap voor de bedrijfswebsite en de LinkedIn-pagina. De webadress	en voor de
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	Opmerking: d	eze hyperlinkopties kunnen vooraf zijn ingesteld vanuit het besta	nd –
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15.	Klik op "Opsla	an" onder het e-mailbewerkingsvak. Kies onderaan het venster de r	naam van uw
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