

Personal Fundraising Badge How to Add to Outlook

- 1. Log in to your Participant Centre.
- 2. In the side menu, select "Get Social".

合 dashboard		Dashboard				
() MY PAGE		SET UP YOUR CAMPAIGN				Hide
^ጵ ջ ^ጵ team	+					
මේ DONATIONS	+	Personalize your page	Create an email	Ask for donations	Raise awareness	50%
C FOLLOW UPS		Jour bage	list	\rightarrow	on social	COMPLETED
SEND EMAILS	+			Send email >	Share >	
୍କ୍ତୁ GET SOCIAL						
FITNESS GOAL		PERSONAL				Get donations

3. Under "Fundraising Badge", click "Copy image".

Note: You can also paste this URL into your social posts to share your badge with your networks.

☆ DASHBOARD		Get Social	
(2) MY PAGE			Hide
292 TEAM	+	Reach out to your social networks!	locial post asking for support.
Ø DONATIONS	+	•••	
🗇 FOLLOW UPS		CREATE A SOCIAL POST	FUNDRAISING BADGE
SEND EMAILS	+	Share to Share to Twitter Diskedin	Copy the URL for your badge into a post or embed into blog or page to display a real-
det social		Facebook Twitter LU LinkedIn	time thermometer of your progress!
RI FITNESS GOAL			Copy link Copy code snippet (using HTML)

4. From the main Outlook page, click "File", then Options", then "Mail".

File Home Send / Receive Folde	Info	Accou	int Informatic	Outlook Options	
Reply	Open & Export Save As	Don.Goud	ty@thepmcf.ca Exchange	General Mail Calendar	General options for working
New Delete	Print Office Account	Account Settings *	Account Settings Change settings for this account or set Access this account on the web.	Groups People Tasks Search	Show Mini Toolbar on selection Finable Live Preview ScreenTip style: Show feature descrip Personalize your copy of Microsoft Of
	Options Exit		 https://outlook.office365.com/ow This mailbox is on retention hold. automatically. 	Language Advanced Customize Ribbon	User name: Goudy, Don Initials: dg Always use these values regardless of

5. From the "Mail" menu, click "Signatures".

General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
Groups	Change the editing settings for messages.	Editor Options
People	Compose messages in this format: HTML -	
Tasks	ABC Abusit shark shalling before conding	
Search	ABC Always check spelling before sending	Spelling and Autocorrect
Language	✓ Ignore original message text in reply or forward	
Advanced	Create or modify signatures for messages.	Signatures
Customize Ribbon		- 52

6. Create a new signature or modify an existing one by selecting it. Then, click the image icon

Sele <u>c</u> t signature to	edit			Choose default signature	
	, eur			E-mail <u>a</u> ccount: New <u>m</u> essages: Replies/ <u>f</u> orwards:	
Delete dit signature Calibri (Body)	<u>New</u>	Save I <u>U</u>	<u>R</u> ename Automatic	✓ Ξ Ξ Ξ Business Card	

7. Paste the fundraising badge image URL that you copied from the participant centre in the "File name" box. Select the "Insert" drop down list, and select "Link to File".

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Organize - New folder			• •	?
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File name 24834/Particit	pants/p_6487062/EmailBadge/FundraisingProgress_1.pr	ng ~	All Pictures (*.emf;*.wmf;*.jpg;*	.j ~
	Tool	s 🔻	Ingert Cancel	
			Insert	
			Link to File	
			Insert and Link	

8. Your badge will appear in the signature editing box. Without closing your email, go to your fundraising page in the Participant Centre and copy the link at the top.

Sele <u>c</u> t signature to e	dit			Choose default signa	ture	
My Fundraising Ba	ndge		~	E-mail account:		~
				New messages:	My Fundraising Badge	~
			~	Replies/ <u>f</u> orwards:	(none)	~
Delete	New		<u>R</u> ename			
Edi <u>t</u> signature						
Calibri (Body)	✓ 11 ✓ B	I <u>U</u> Auto	matic 🗠		🔄 Business Card 🛛 🙀 🚯	
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9. Go back to the email window with your signature, right click on the photo and paste the link.

10. Make this your default signature, then click "OK" at the bottom of the Outlook Option window.

Note: The badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, you can resize the badge when you compose new emails.

Note to Users:

Due the unlimited configurations of personal computer software and applications, we cannot provide end user support