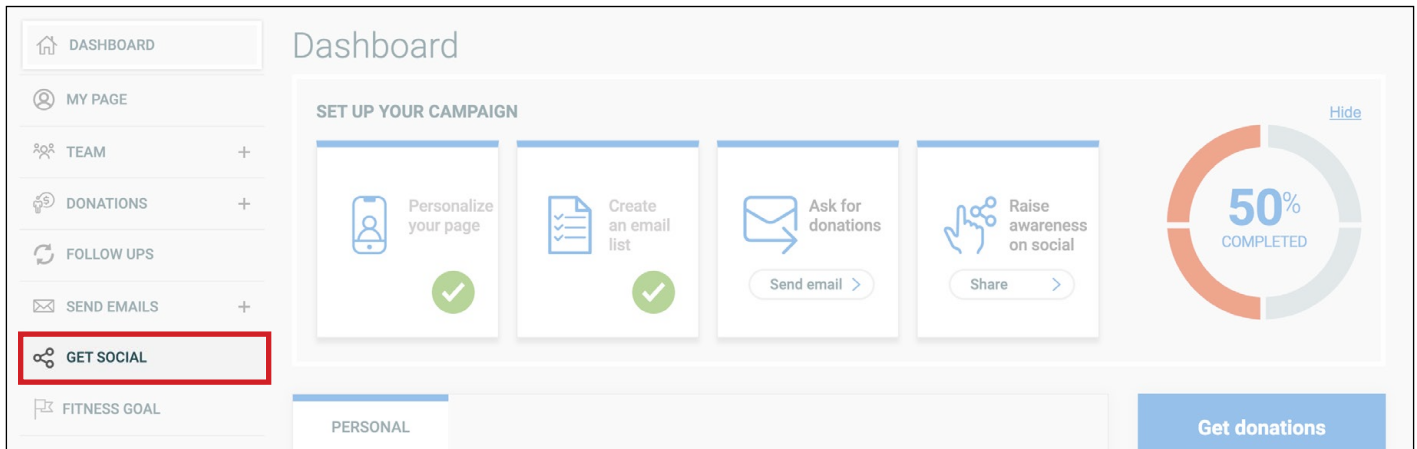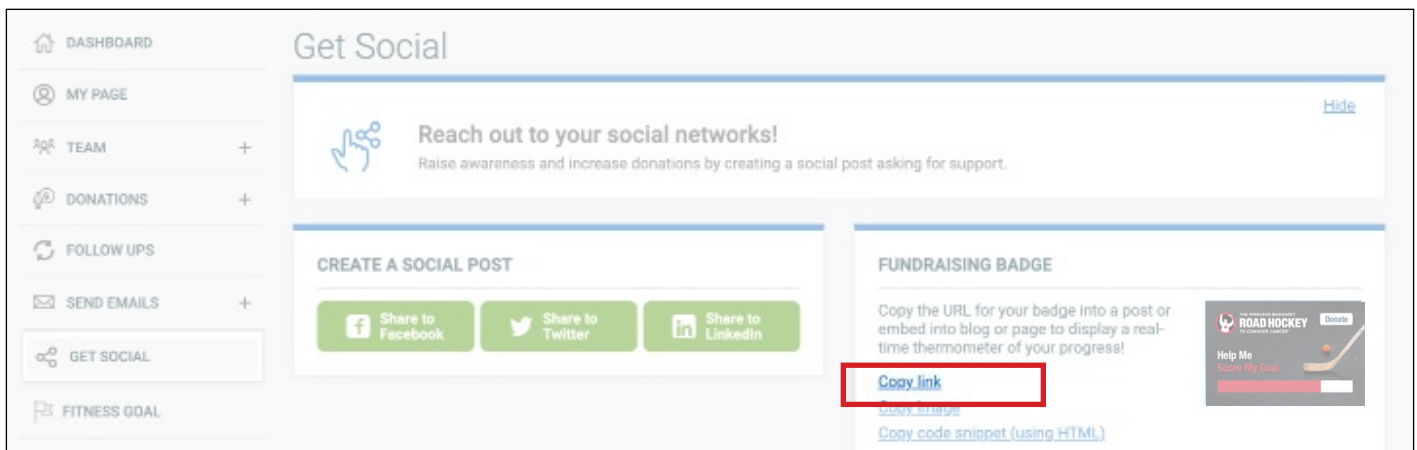# Personal Fundraising Badge
How to Add to Outlook

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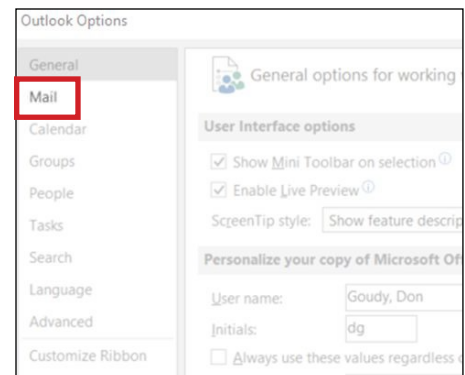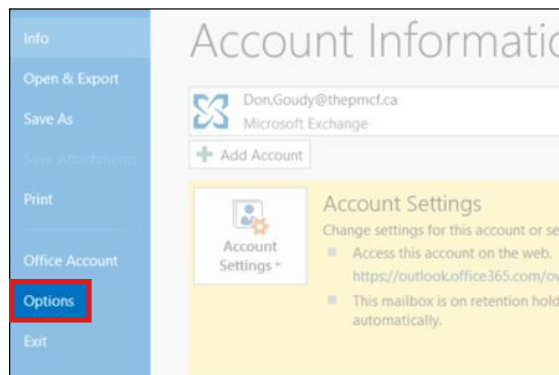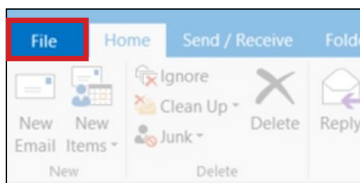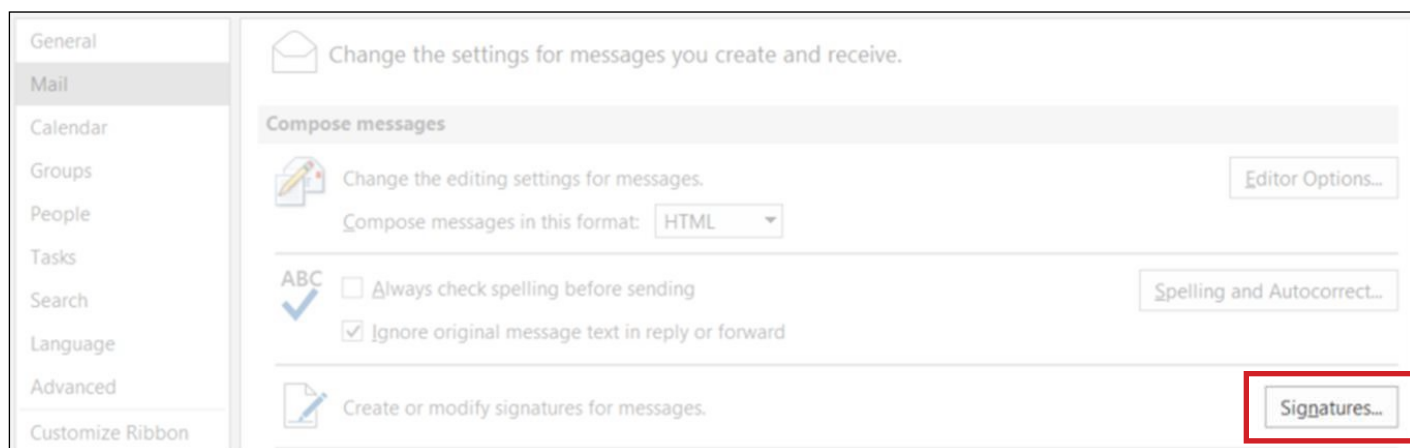

3. Under "Fundraising Badge", click "Copy image".
Note: You can also paste this URL into your social posts to share your badge with your networks.
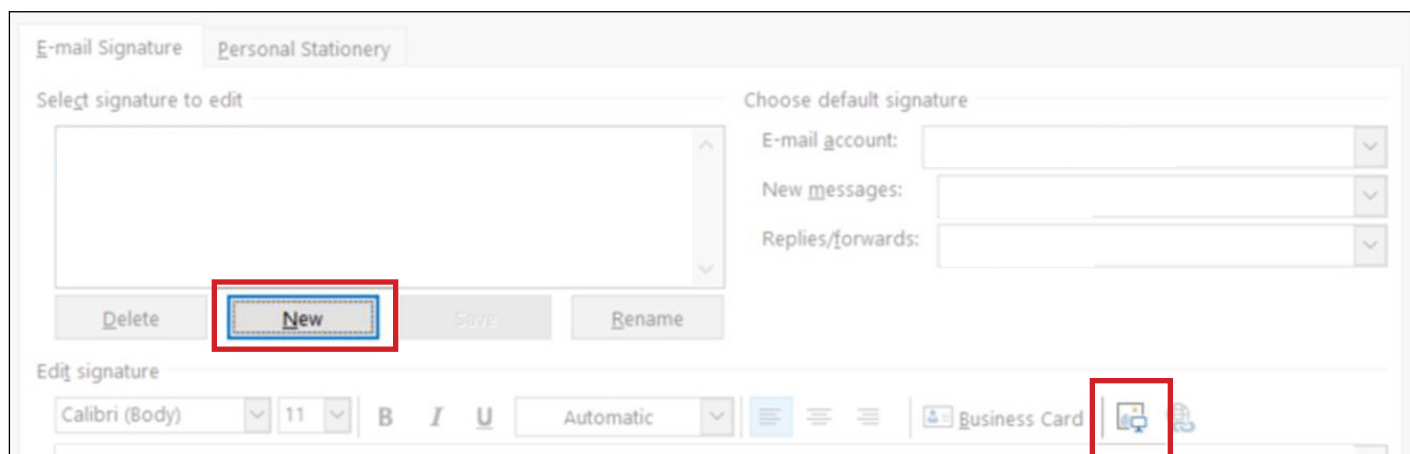

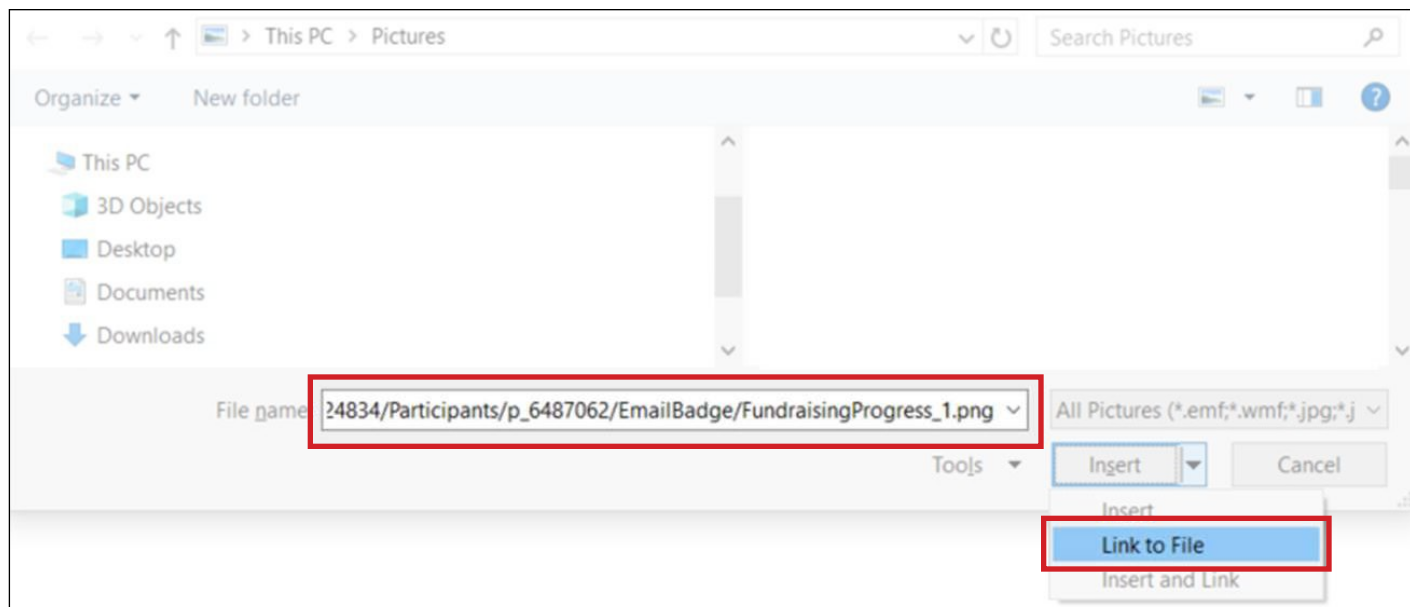4. From the main Outlook page, click "File", then Options", then "Mail".

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

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

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".

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.

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