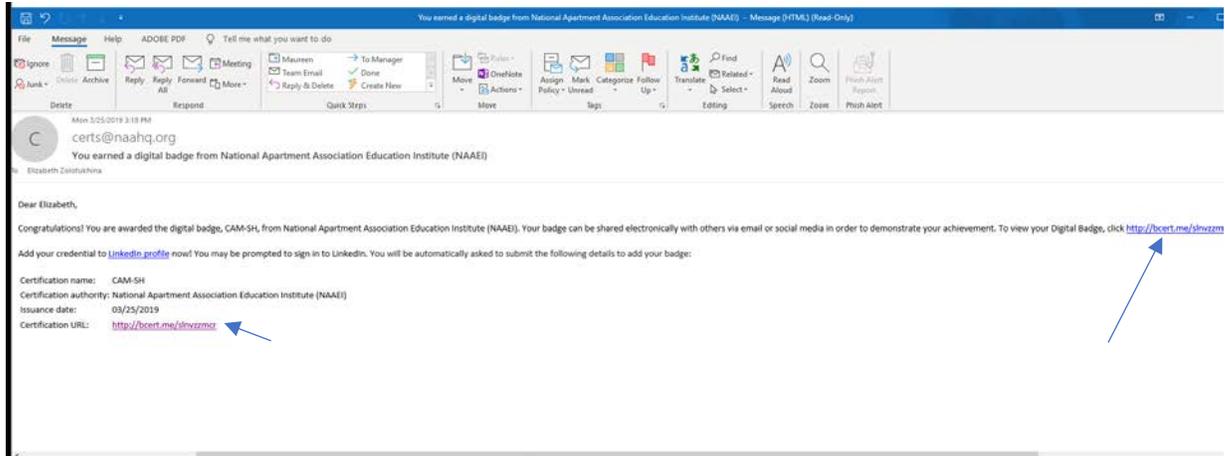
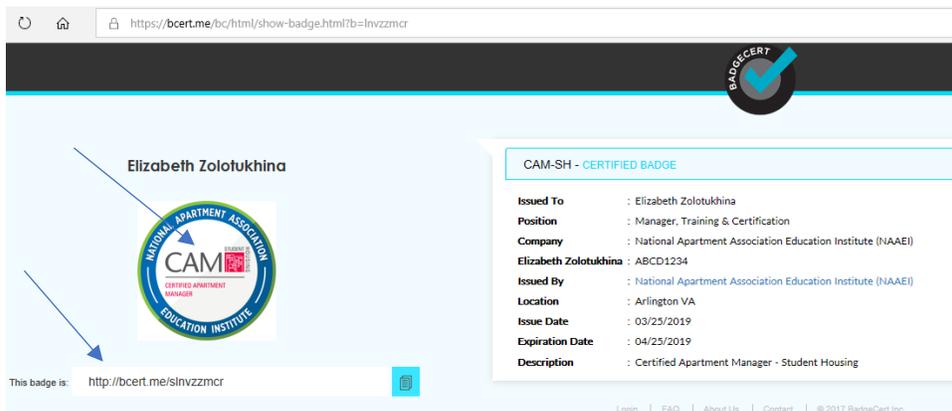


Adding your BadgeCert digital badge to Outlook

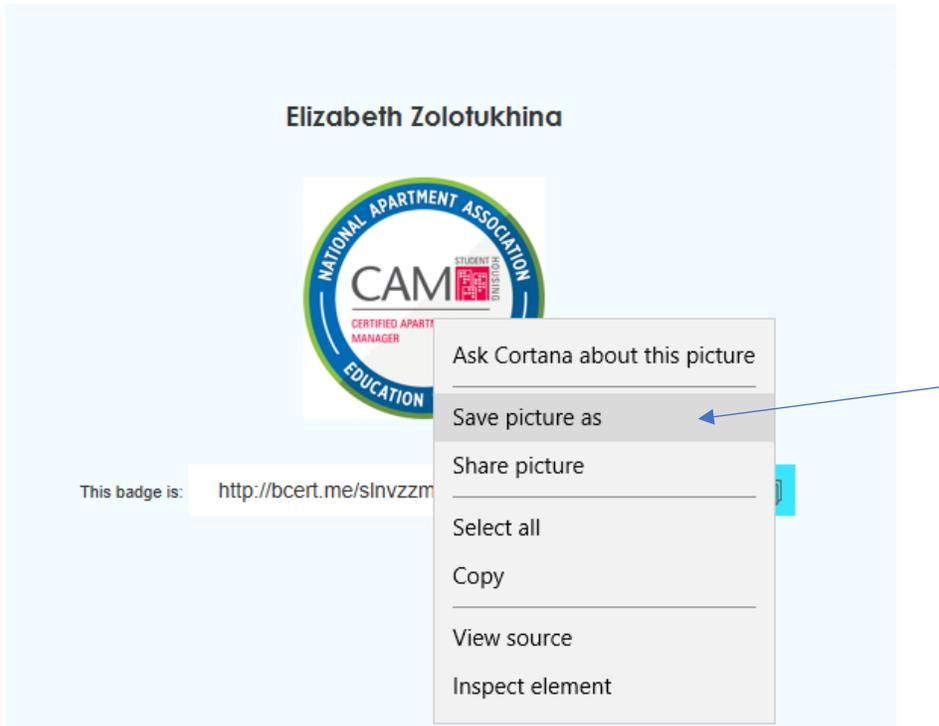
1. Click on either of the links provided in the BadgeCert digital badge claim email to view your digital badge. (Indicated by thin blue arrows below.)



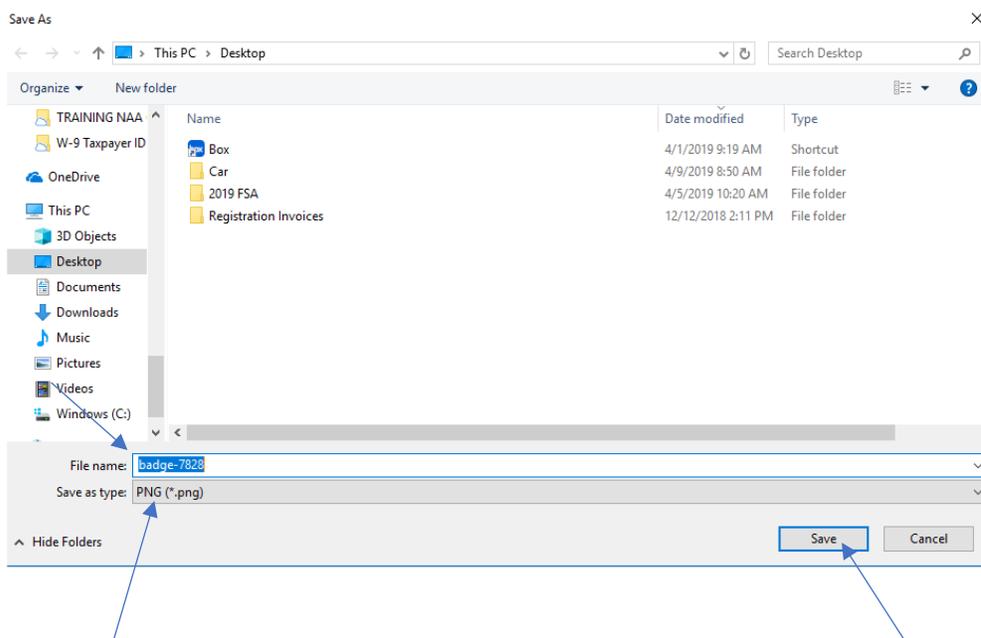
2. Your digital badge image and its corresponding URL will open on the BadgeCert website



3. Right click on the digital badge image and choose “save picture as” from the drop down menu



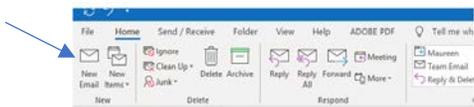
4. Name the file (or keep the default name), and click “Save” to save it as a *.png file to your Desktop



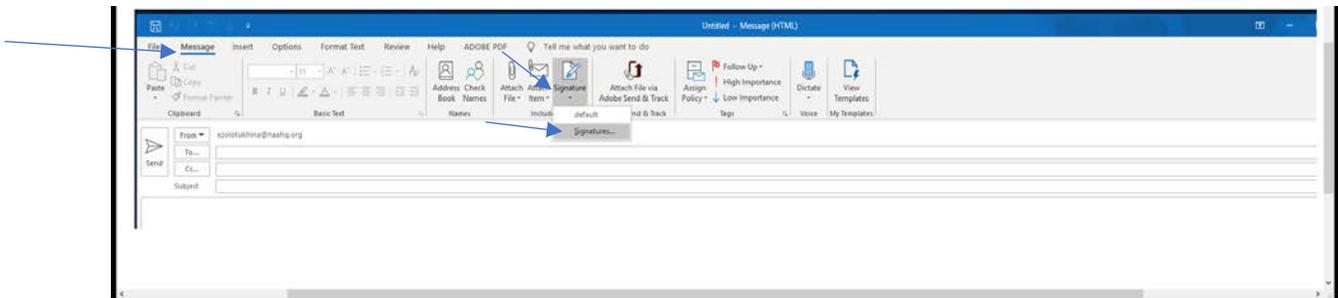
- Copy the badge URL (highlighted in the image below) to a blank Notepad or Word file. Save that file to your Desktop. You will need that URL later in this process.



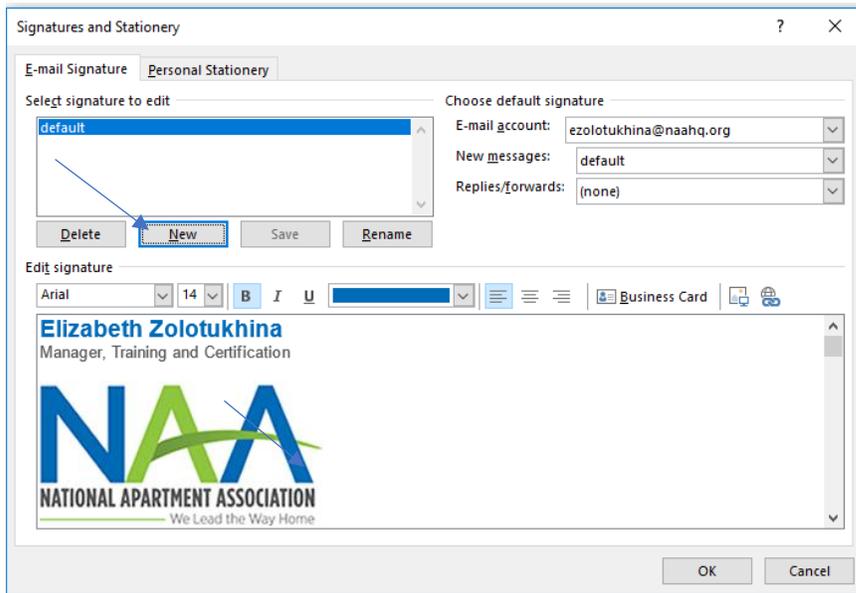
- Click on "New Email" to open a new email message



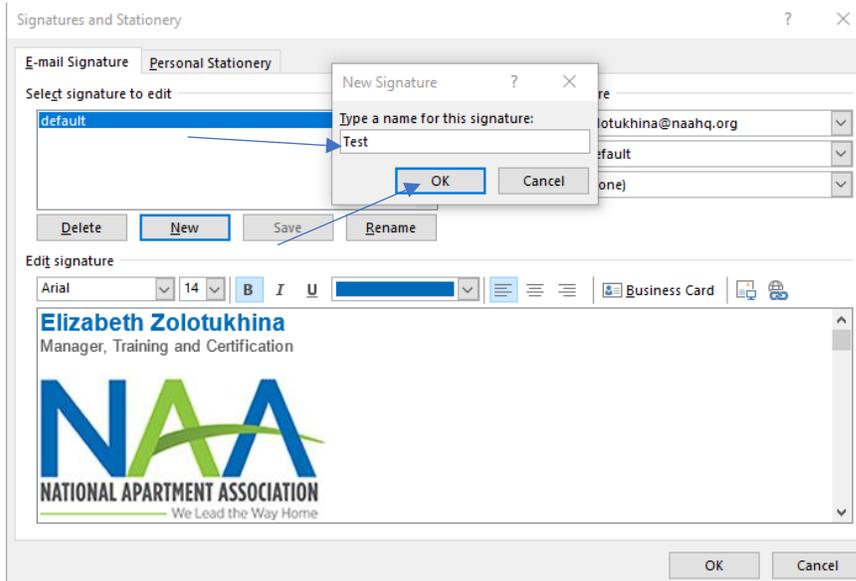
- From the Message menu, select Signature -> Signatures



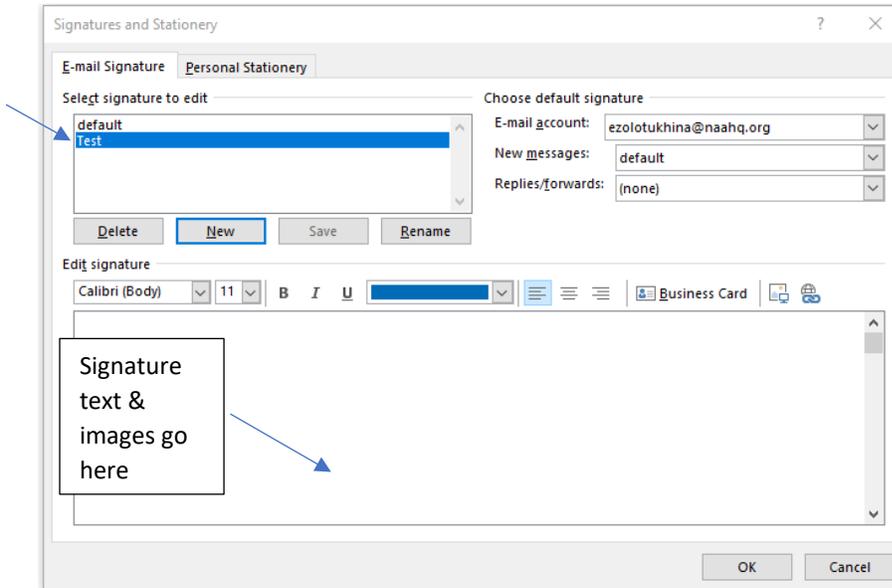
8. Click on “New”



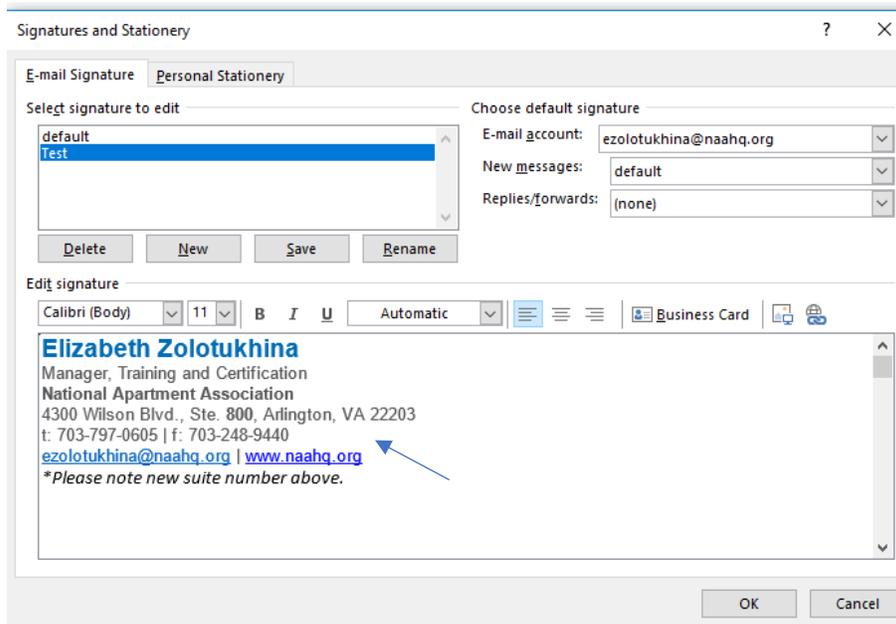
9. In the New Signature text box, type a name for your signature, and click “OK”



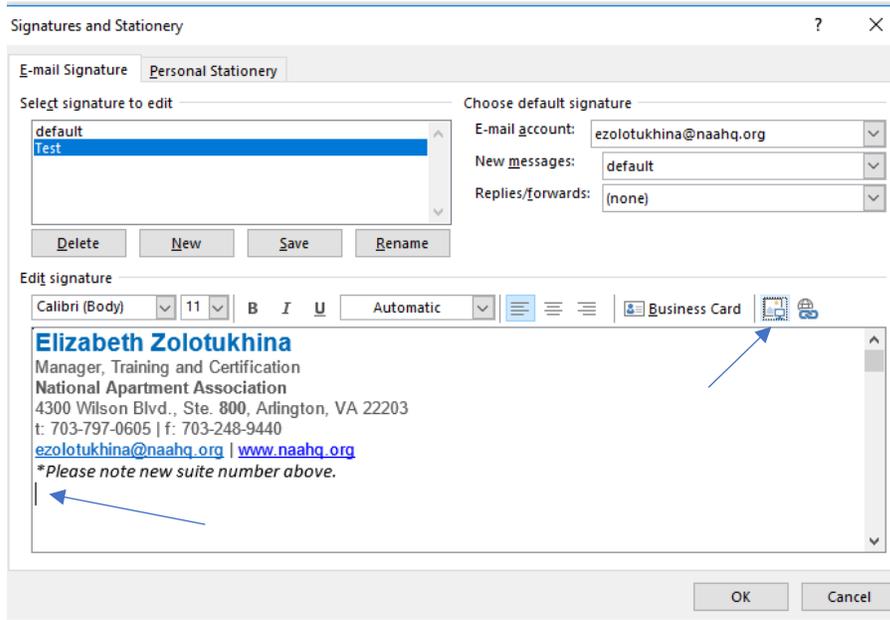
10. The signature you just created will be highlighted in the “Select signature to edit” window. This will enable you to type the text and image/s associated with your signature in the “Edit signature” text box



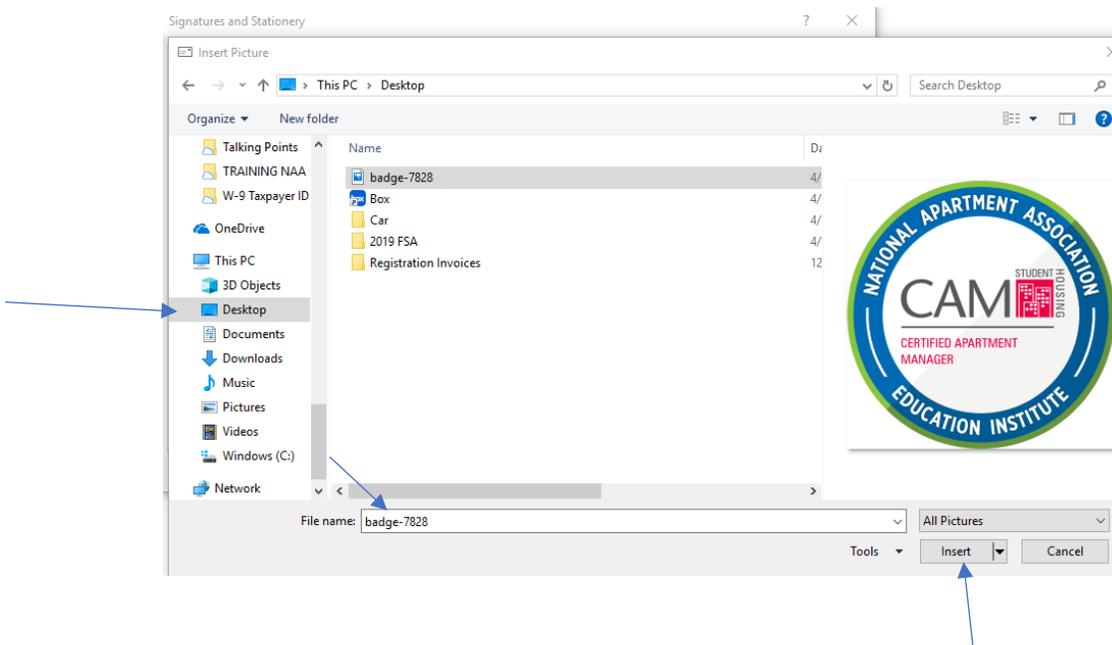
11. Copy and paste any text that you would like to include in your signature into the “Edit signature” text box. Below is an example:



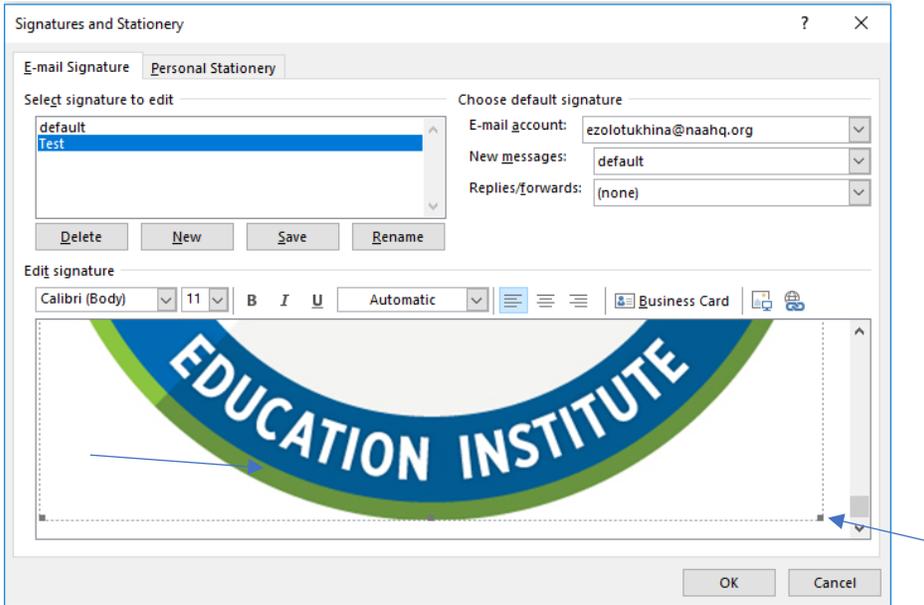
12. Place the cursor where you would like to place your digital badge image, and click on the “insert picture” button. Both are indicated by thin blue arrows below.



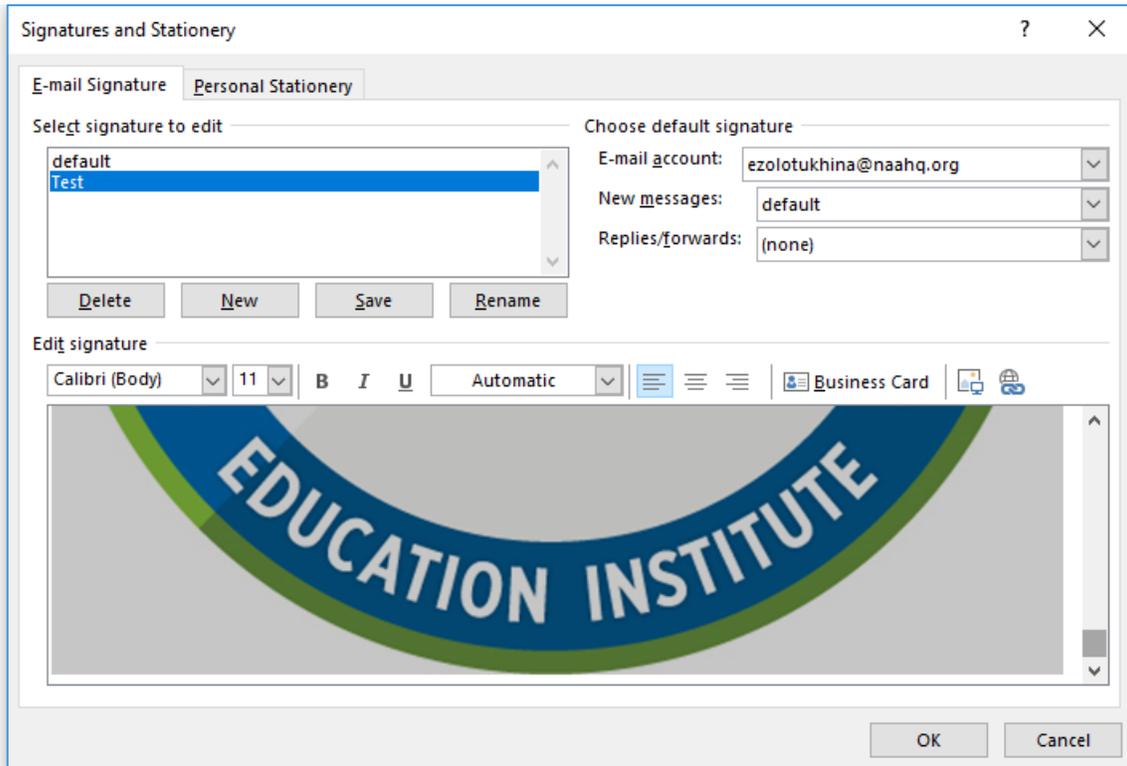
13. From the “Insert Picture” pop-up window, navigate to your desktop, or wherever you saved the digital badge image, and select it. It will appear in the “File name” text box. Then, click “Insert.”



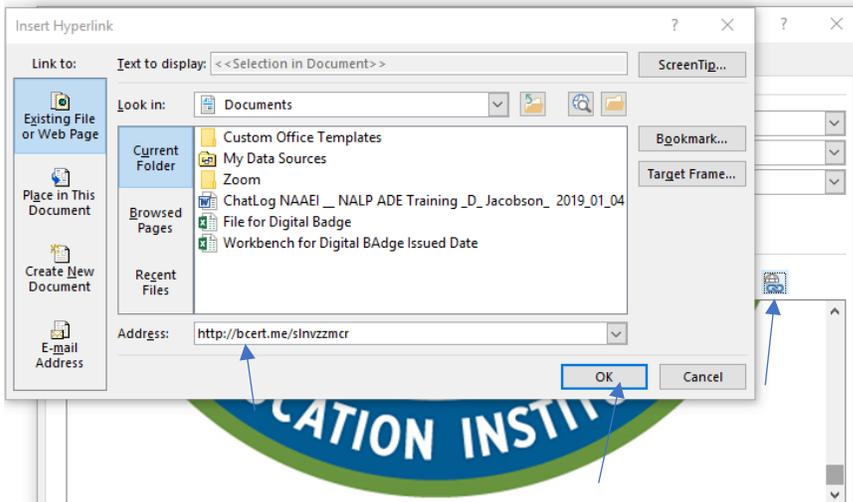
14. The image of your digital badge now will appear in the “Edit signature” text box. Re-size as desired by dragging the corners of the image



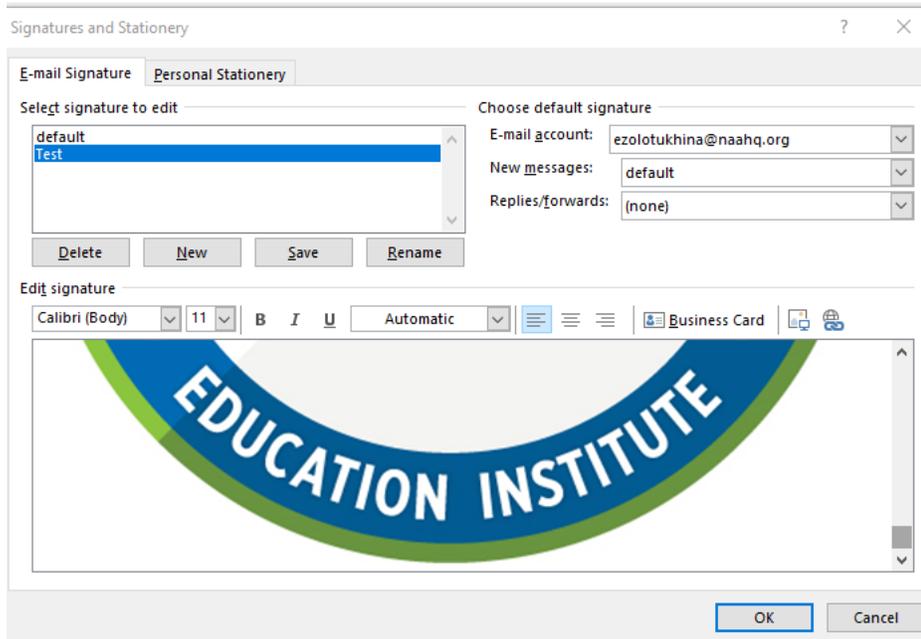
15. Select your digital badge image. Shown highlighted in grey below.



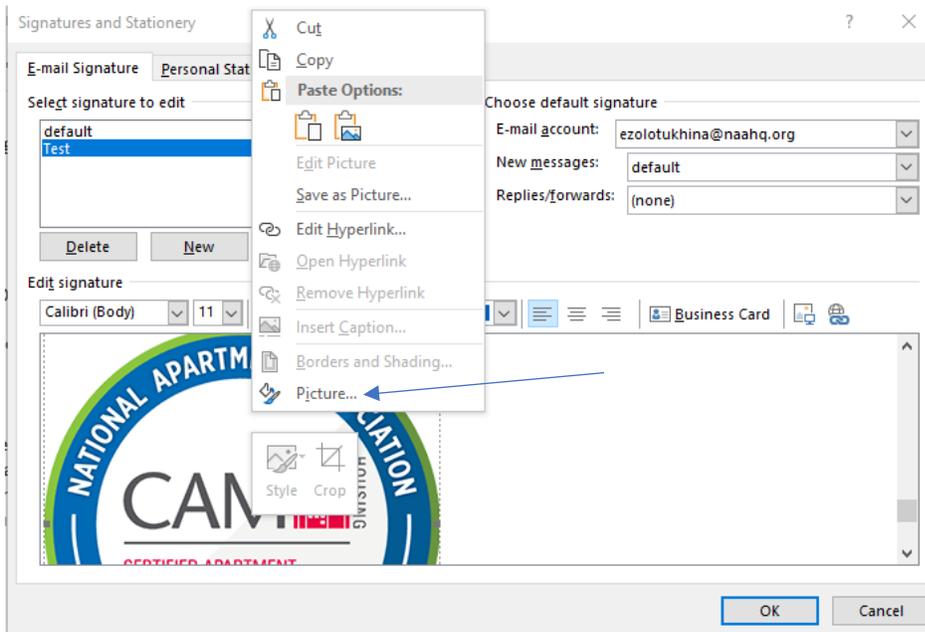
16. Click on the “Insert Hyperlink” button. The “Insert Hyperlink” pop-up window will appear. In the “Address” text box below copy and paste the URL to your digital badge that you obtained in Step 5 above. Click “OK”.



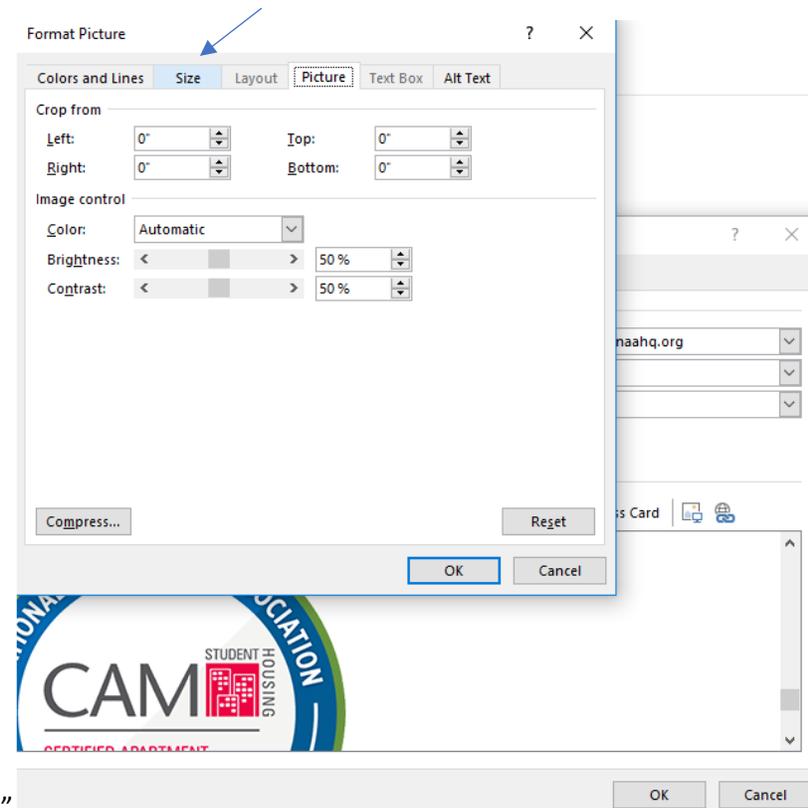
17. The “Insert hyperlink” pop-up window will disappear.



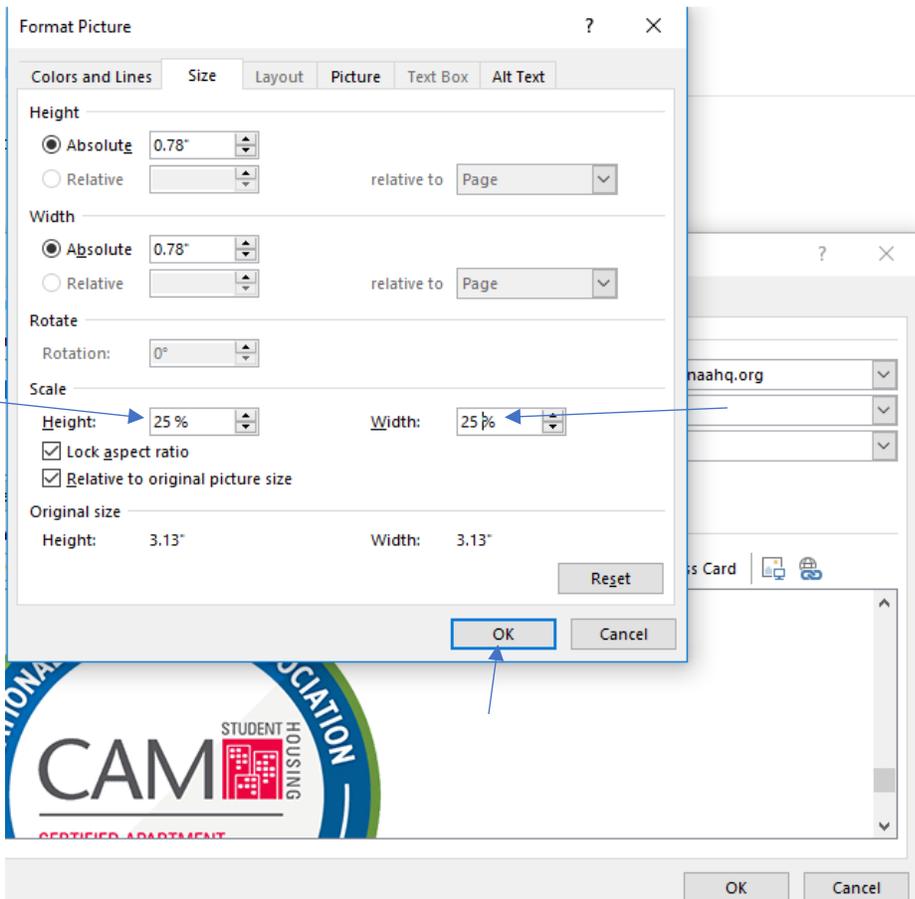
18. To re-size (shrink) the digital badge image, right click on the image and click on “picture” from the drop down menu (indicated by blue arrow below).



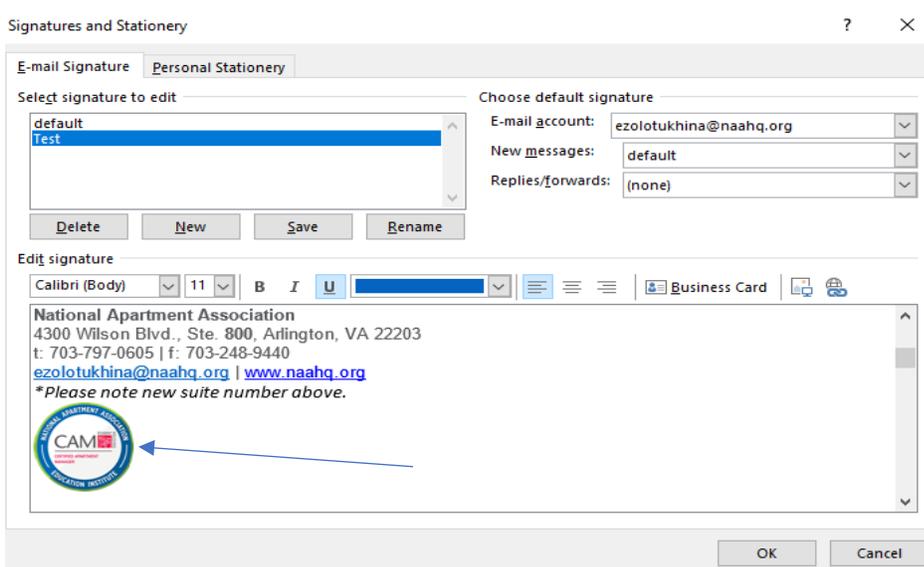
19. Click on the “Size” tab



20. In the “Scale” section, type 25 in the “Height” and “Width” text boxes. Then, click “Ok”. All indicated below with thin blue arrows.



21. You'll see the digital badge image has shrunk.



22. The digital badge in your email signature now will have the associated meta-data. Those who click on the digital badge image in your email signature will be able to see the details regarding your digital badge on the BadgeCert website.

