

ProExam Vault

How to add a specific badge to my email signature

Unfortunately, there is not a single process for completing this task as all email providers (Outlook, Gmail, Yahoo, etc.) create their own guidelines and process. Regardless of this, you will be able to insert your badge image/link by following the below steps.

First, you will need to complete two steps before beginning the specific email provider process below. Navigate to the badge you wish to use on ProExam Vault and...:

1. Download the badge image from ProExam Vault by right-clicking on the badge image and clicking on "Save Image As..."
[Please note: although not required, you may want to resize the badge image to match the look and feel of your email signature. This can be done in Microsoft Word or any photo editing software].
2. Select and copy the URL of the specific badge page you want to use.

MS OUTLOOK 2007:

- 1) Open Outlook and click on "New"
- 2) Click on "Insert"
- 3) Click on "Signature" and then on "Signatures..."
- 4) Click on "New" in the "Select signature to edit" section
- 5) Enter a name for the Signature and click "OK"
- 6) In the "Edit Signature" section, enter the text for the Signature
- 7) Click "Picture"  icon and browse to the folder containing the badge image
- 8) Insert the badge image
- 9) Click on "Insert Hyperlink"  button
- 10) Paste the image URL into the "Address" field
- 11) Click "OK"
- 12) Click "OK" on the "Signatures and Stationary" window
- 13) Close the compose email window and open a new one.
- 14) The Signature with the badge image pointing to the Earner's badge page in ProExam Vault should be displayed

MS OUTLOOK 2013:

- 1) Open Outlook and click on top-left tab named "FILE"
- 2) On the drop-down menu, click "Options"
- 3) On the left navigation pane, click "Mail"
- 4) From the options, click on "Signatures"
- 5) Click on "New" in the "Select signature to edit" section

- 6) Enter a name for the Signature and click "OK"
- 7) In the "Edit Signature" section, enter the text for the Signature
- 8) With your cursor in the location you want to insert the image, click the "Picture"  icon and browse to the folder containing the badge image
- 9) Insert the badge by clicking on the badge image you want to insert
- 10) Now that the badge has been inserted, click on the image and then click on "Insert Hyperlink"  button
- 11) Paste the Badge page URL into the "Address" field
- 12) Click "OK"
- 13) Click "OK" on the "Signatures and Stationary" window
- 14) Close the compose email window and open a new one.
- 15) The Signature with the badge image pointing to the Earner's badge page in ProExam Vault should be displayed

GMAIL:

- 1) Click on Settings drop-down on the top right 
- 2) Click on "Settings"
- 3) Scroll down and select the "Signature" radio button
- 4) Enter the text for the Signature
- 5) Click on "Insert Image"
- 6) Click on "Upload" (in the "Add an image" window)
- 7) Click on "Select a file from your computer"
- 8) Browse for the badge image and open it
- 9) Click on "small" for image size
- 10) Highlight the image and click on "Link"
- 11) Paste the badge page URL into the "Web Address" field
- 12) Click "OK"
- 13) Click "Save Changes" in the "Settings" page