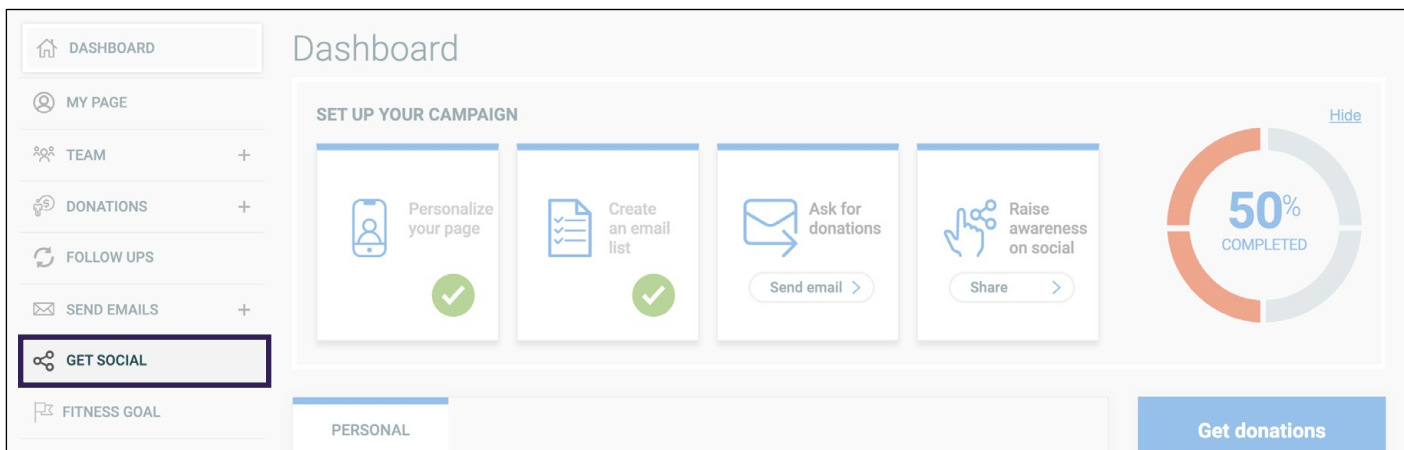


Personal Fundraising Badge

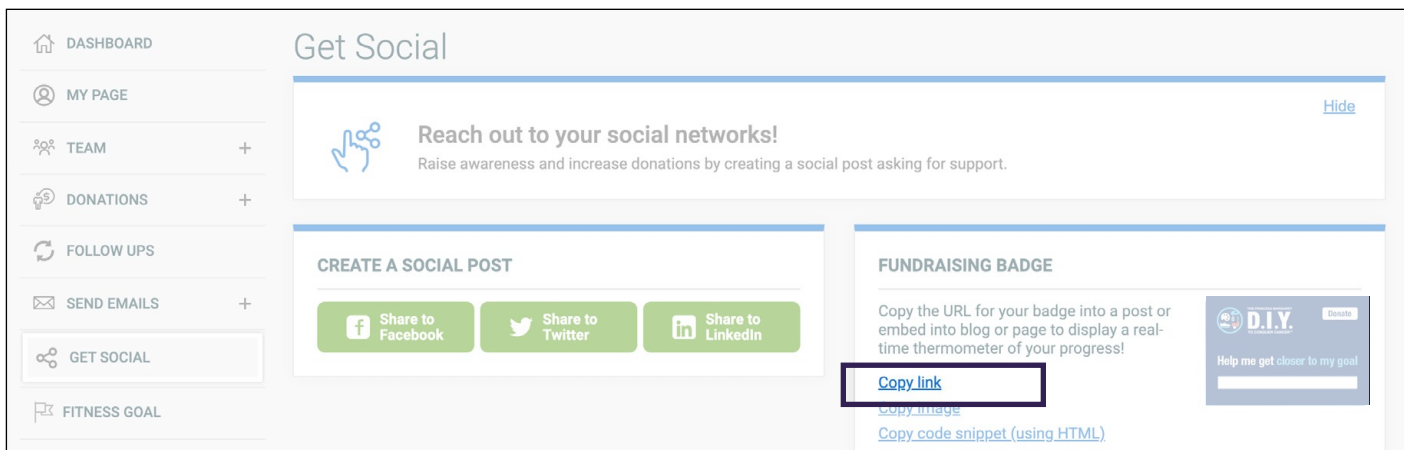
How to Add to Outlook

1. Log in to your Participant Centre.

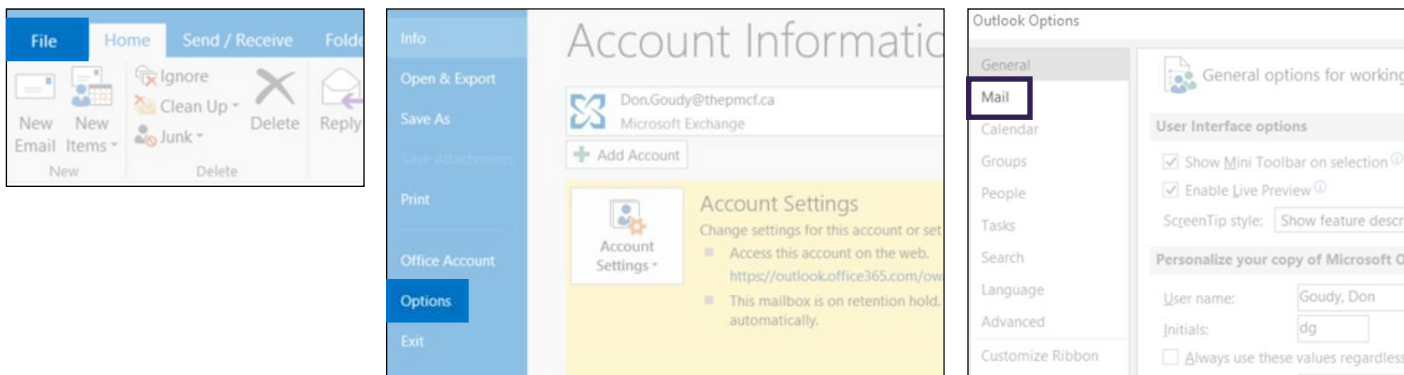


2. Under "Fundraising Badge", click "Copy link".

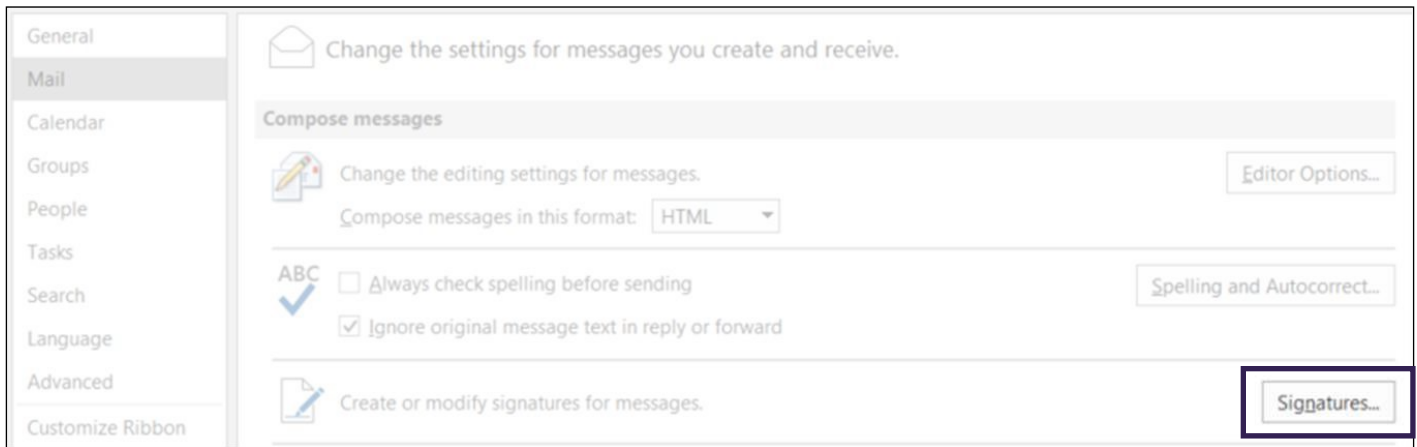
Note: You can also paste this URL into your social posts to share your badge with your net-



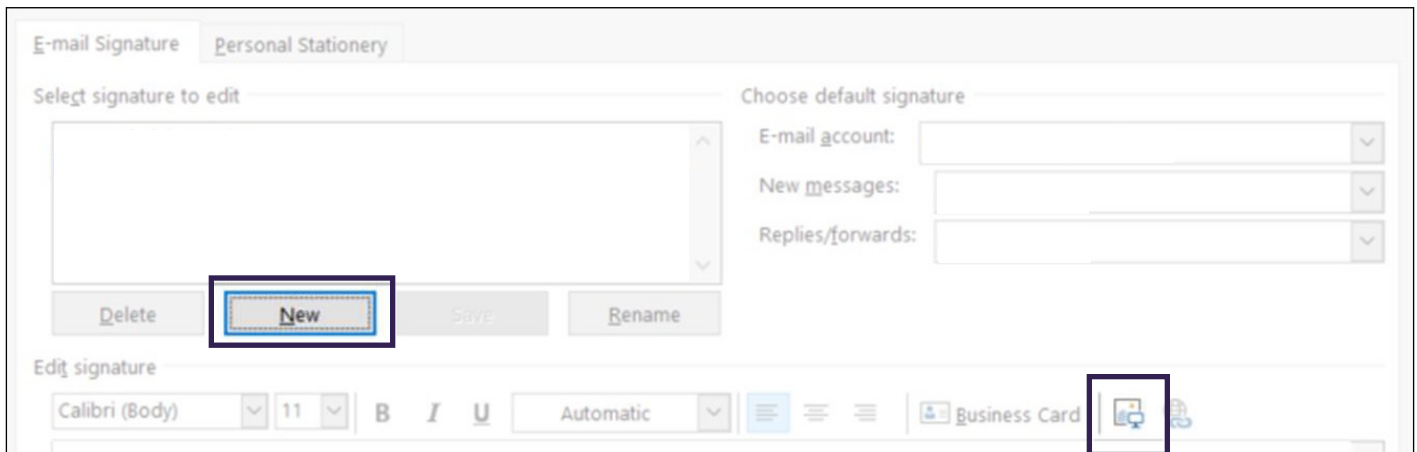
3. From the main Outlook page, click "File", then Options", then "Mail"



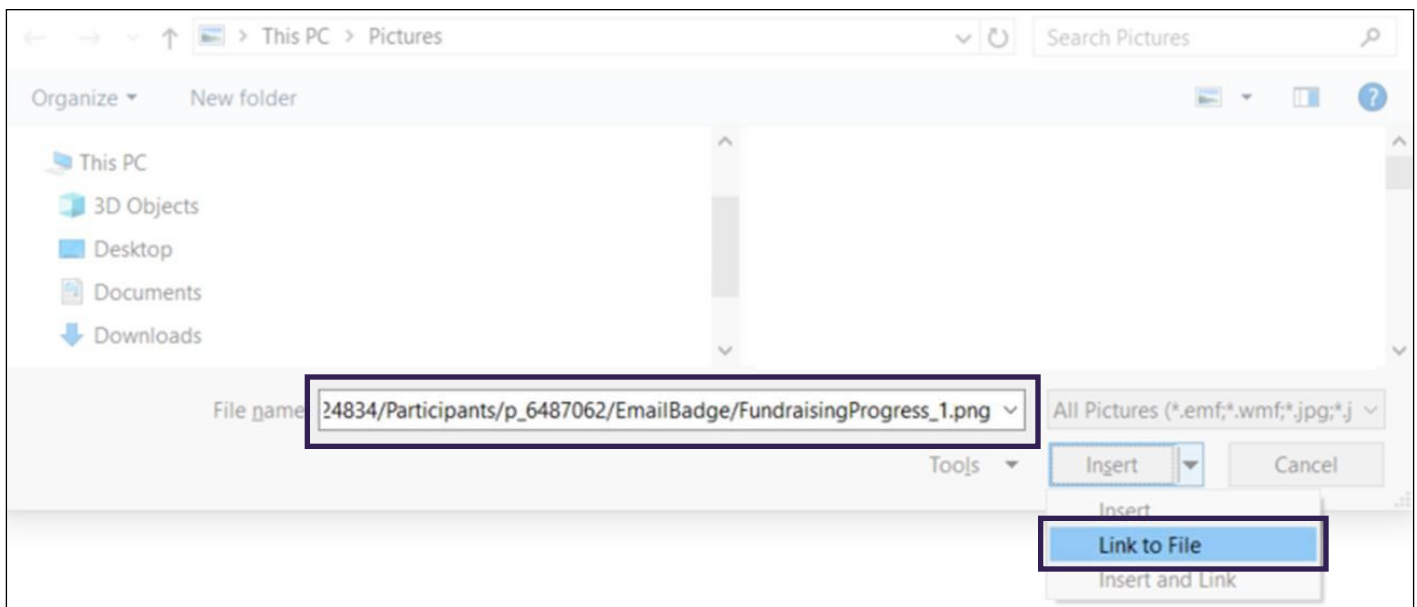
4. From the "Mail" menu, click "Signatures".



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



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



7. Your badge will appear in the signature editing box. Make this your default signature, then click "OK".

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.

The screenshot shows the Outlook Signature Editor window. On the left, under 'Select signature to edit', there is a list with 'My Fundraising Badge' selected. Below this list are buttons for 'Delete', 'New', 'Save', and 'Rename'. On the right, under 'Choose default signature', there are two dropdown menus: 'E-mail account:' and 'New messages:'. The 'New messages:' dropdown is currently set to 'My Fundraising Badge'. Below it, the 'Replies/forwards:' dropdown is set to '(none)'. The bottom section is titled 'Edit signature' and contains a rich text editor with a toolbar showing font settings (Calibri (Body), size 11) and formatting options (Bold, Italic, Underline, Automatic). The 'OK' button at the bottom right is highlighted with a red rectangle.

8. Click "OK" at the bottom of the Outlook Option window.

Note to Users:

Due the unlimited configurations of personal computer software and applications, we cannot provide end user support for the installation of these badges on third party email platforms.