

Personal Fundraising Badge How to Add to Outlook

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

슈 DASHBOARD	Dashboard	
(Q) MY PAGE	SET UP YOUR CAMPAIGN	Hide
ት <mark>ጽት TEAM</mark>	+	
ුම් DONATIONS	+ Personalize your page Create an email list Ask for donations on social	50%
C FOLLOW UPS		COMPLETED
SEND EMAILS	+ Send email > Share >	
୍ଦ୍ତୁ GET SOCIAL		
☐ FITNESS GOAL	PERSONAL	Get donations

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

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

슈 DASHBOARD	dashboard Get Social						
MY PAGE			Hide				
°ස TEAM	+	Reach out to your social networks! Raise awareness and increase donations by creating a soc	ial post asking for support.				
ම් DONATIONS	+						
C FOLLOW UPS		CREATE A SOCIAL POST	FUNDRAISING BADGE				
SEND EMAILS	+	f Share to Facebook Share to Share to LinkedIn	Copy the URL for your badge into a post or embed into blog or page to display a real-				
∝ GET SOCIAL			time thermometer of your progress! Help Accelerate My Fundraising				
FITNESS GOAL			Copy_link Copy_intage Copy_code_snippet_(using_HTML)				

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

File Home Send / Receive Folde Info	Accol	unt Informatic	Outlook Options	
Image: Save As Image: Save As Open & E Save As	xport Don.Gou Microsoft	ty@thepmcf.ca Exchange	General Mail Calendar	General options for working User Interface options
New Delete Print	Add Account	Account Settings Change settings for this account or set	People Image: Constraint of the state of	Show Mini Toolbar on selection Finable Live Preview ScreenTip style: Show feature description
Office Ac Options Exit	count Account Settings *	 Access this account on the web. https://outlook.office365.com/ow This mailbox is on retention hold. automatically. 		

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 Abusur shark melling before conding	
Search		Spelling and Autocorrect
Language	✓ Ignore original message text in reply or forward	
Advanced	Create or modify signatures for messages.	Signatures
Customize Ribbon		0.344 (0.644)

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

E-mail Signature	Personal Stationery				
Sele <u>c</u> t signature to	edit			Choose default signature	
				E-mail <u>a</u> ccount:	×
				New <u>m</u> essages:	~
				Replies/forwards:	~
<u>D</u> elete	New		<u>R</u> ename		
di <u>t</u> signature					
Calibri (Body)	✓ 11 <> B	ΙU	Automatic	V = = = Business Card	

7. 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".

$\leftarrow \rightarrow$ \checkmark \uparrow \blacksquare > This PC > Pictures		~ Ü	Search Pictures	P
Organize - New folder			-	0
🤙 This PC	^			^
3D Objects				
Desktop				
Documents				
Downloads	~			~
File name 24834/Participants/p_648	7062/EmailBadge/Fundraising	Progress_1.png ~	All Pictures (*.emf;*.w	mf;*.jpg;*.j ~
		Too <u>l</u> s 🔻	In <u>s</u> ert 🔽	Cancel
			Insert	
			Link to File	
			Insert and Link	

8. 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.

Select signature to	edit			Choose default signa	ature	
My Fundraising B	ladge		~	E-mail <u>a</u> ccount:		\sim
				New messages:	My Fundraising Badge	
				Replies/ <u>f</u> orwards:	(none)	\sim
Delete	New		<u>R</u> ename			
Edit signature Calibri (Body)	∨ 11 ∨ B	ΙŪ	Automatic 🗸 🗸		🗿 Business Card 🛛 🛺 🥵	
	THE PRINCESS MARQARET		ONATE			^
	PASS TO CONQUER CANCER	12.23				~
					ок	Cancel

9. 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.