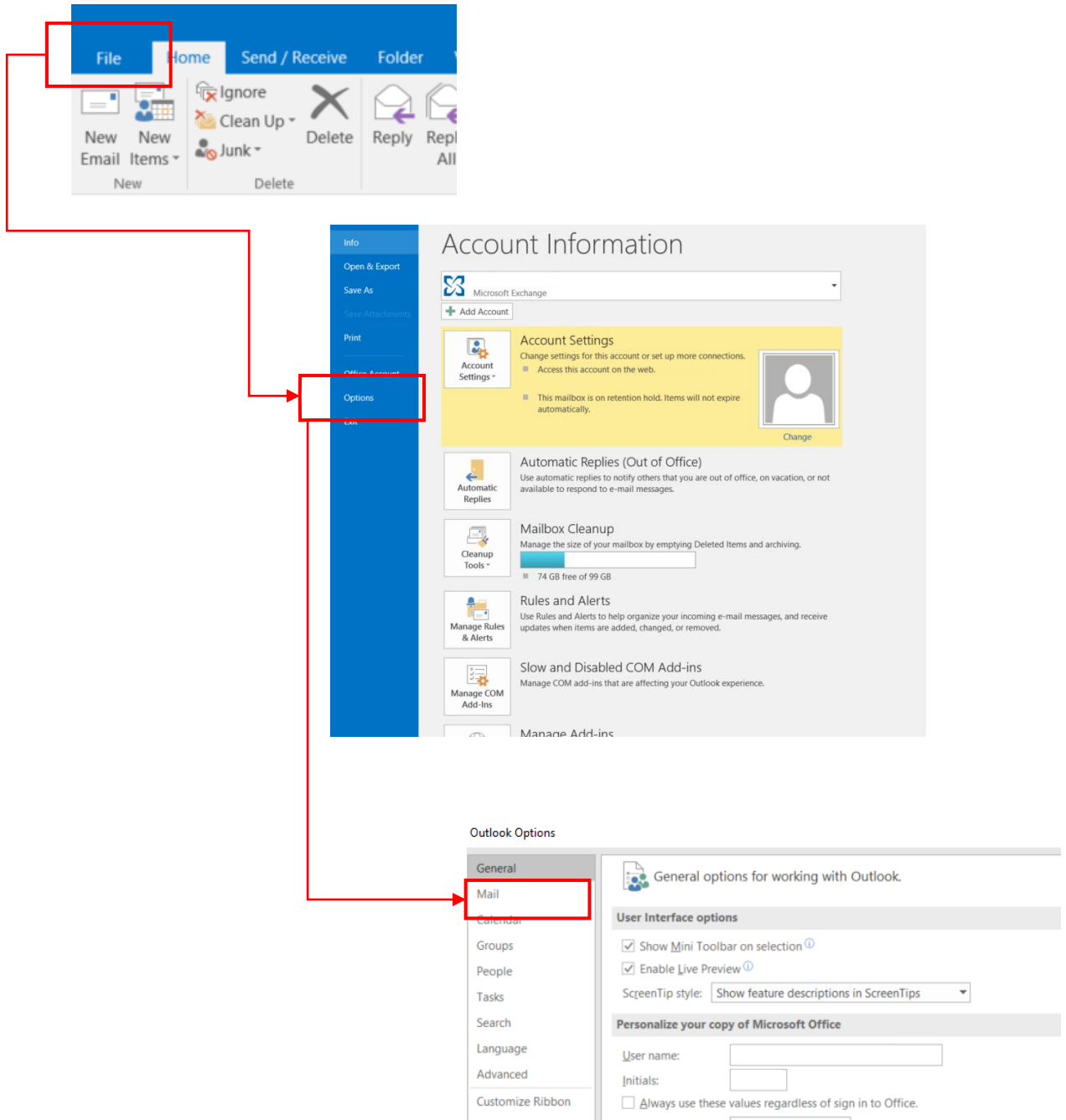


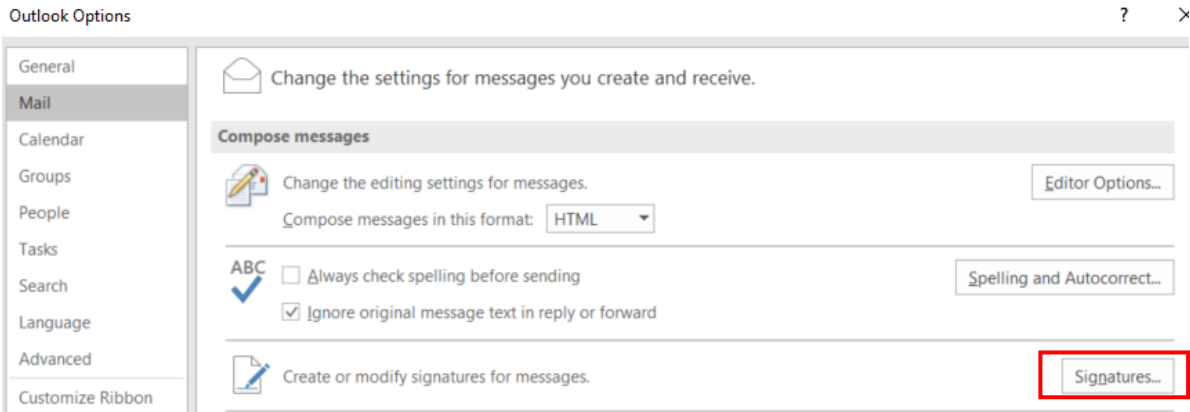
# How to set up your dynamic fundraising badge using Outlook.

1. Acquire your badge at <https://journey2conquer.ca/get-involved/fundraising-toolkit>

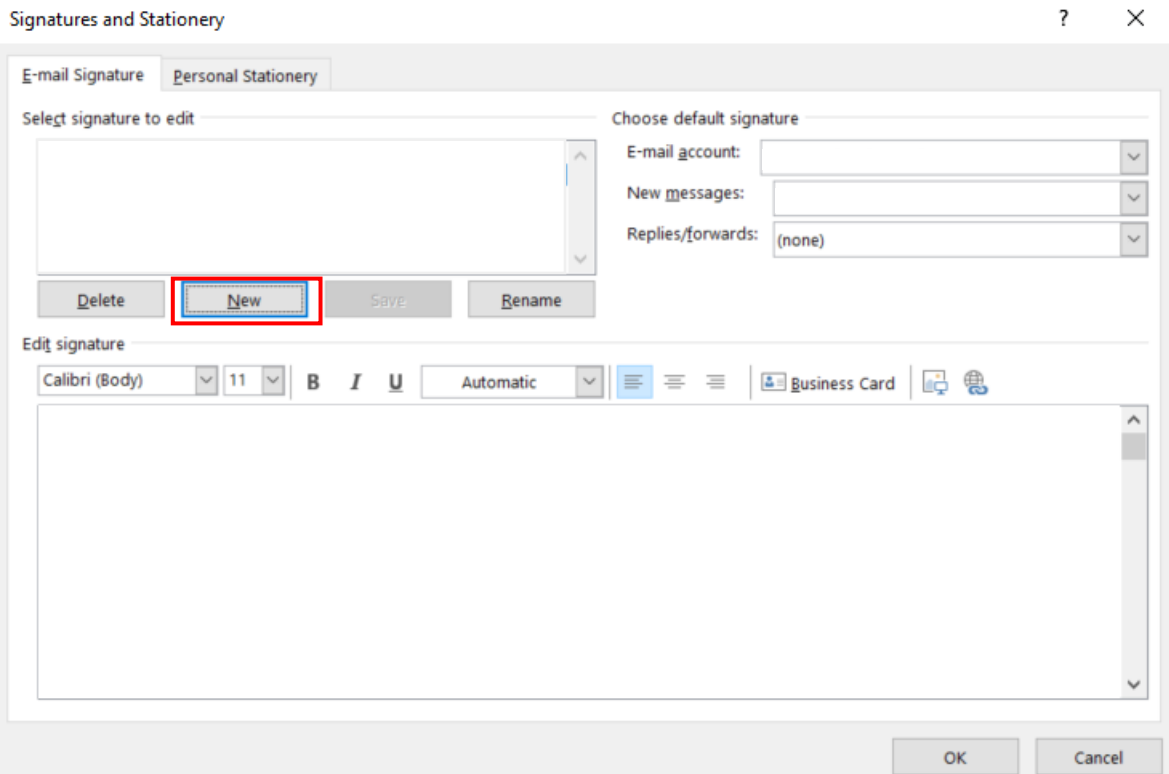
2. From the main Outlook page, click “File”, then “Options”, then “Mail”.



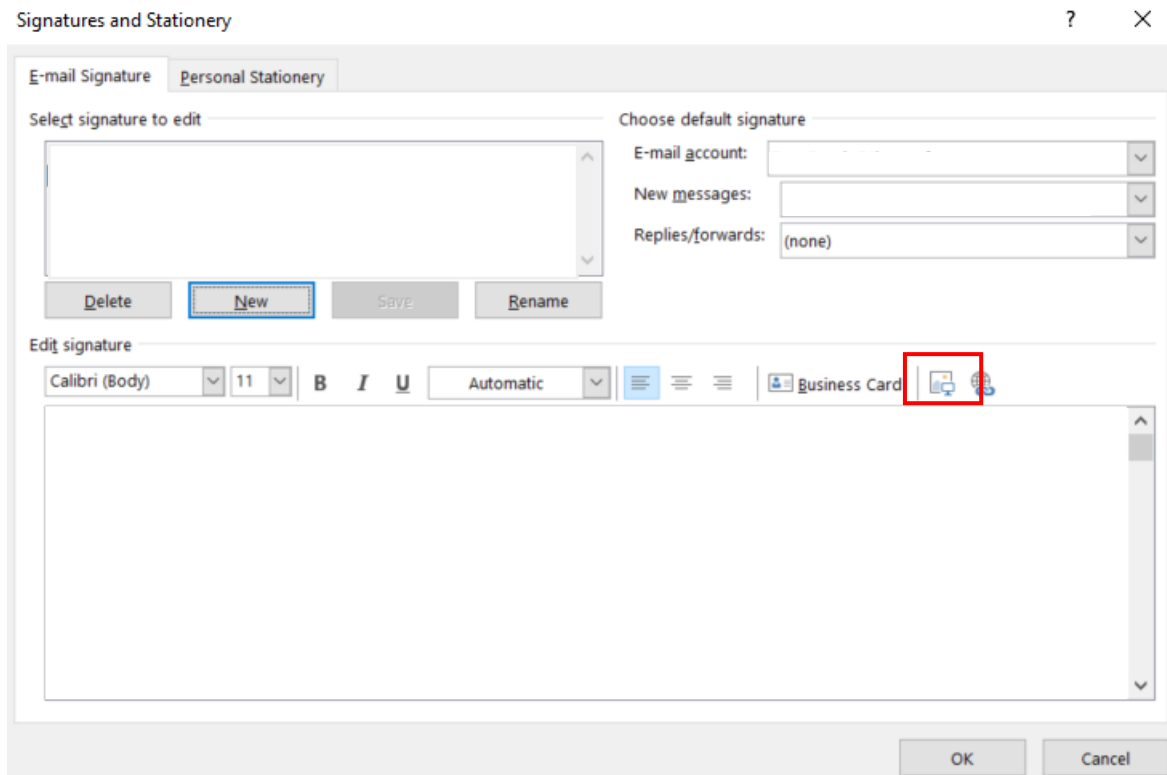
### 3. Click “Signatures”



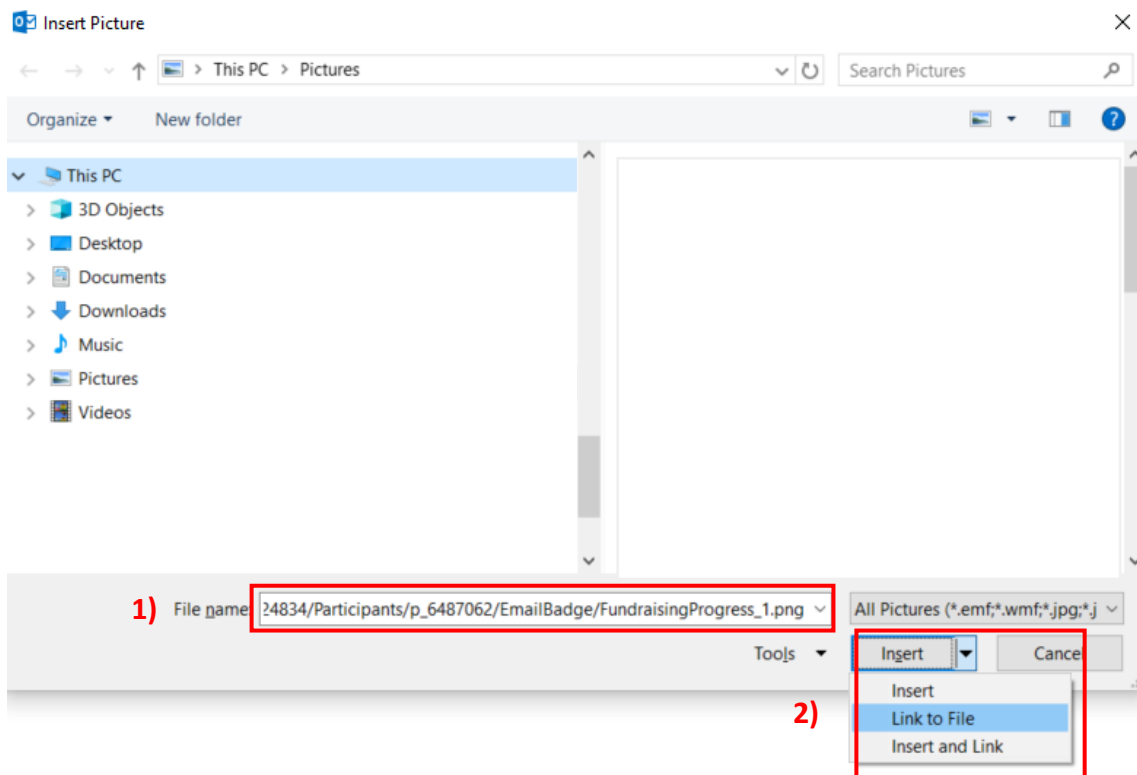
### 4. Create new signature or modify an existing one.



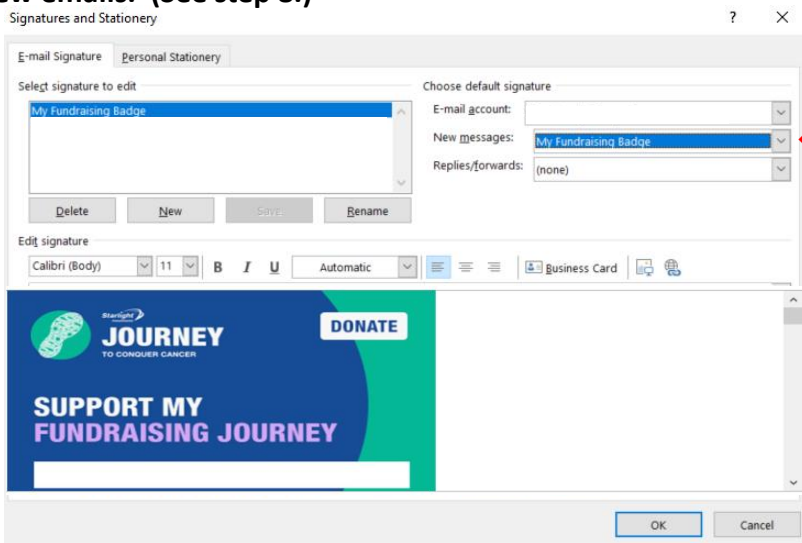
## 5. Click image icon



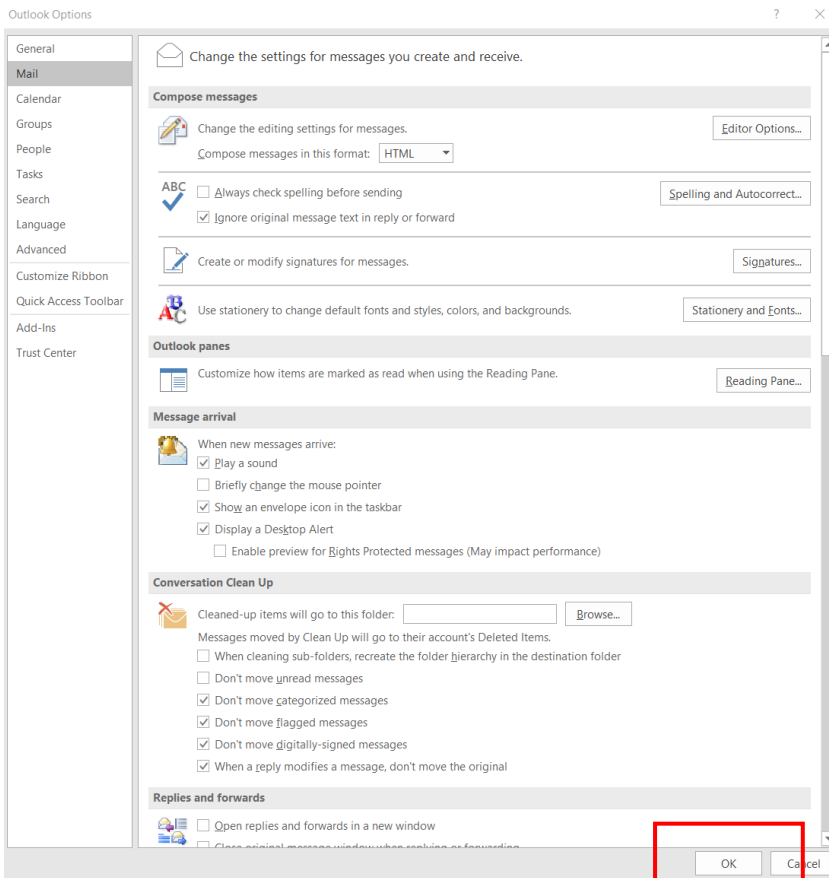
- 1) Paste the URL you copied from the website in the File name box.
- 2) Toggle open the "Insert" drop down box and select "Link to File".



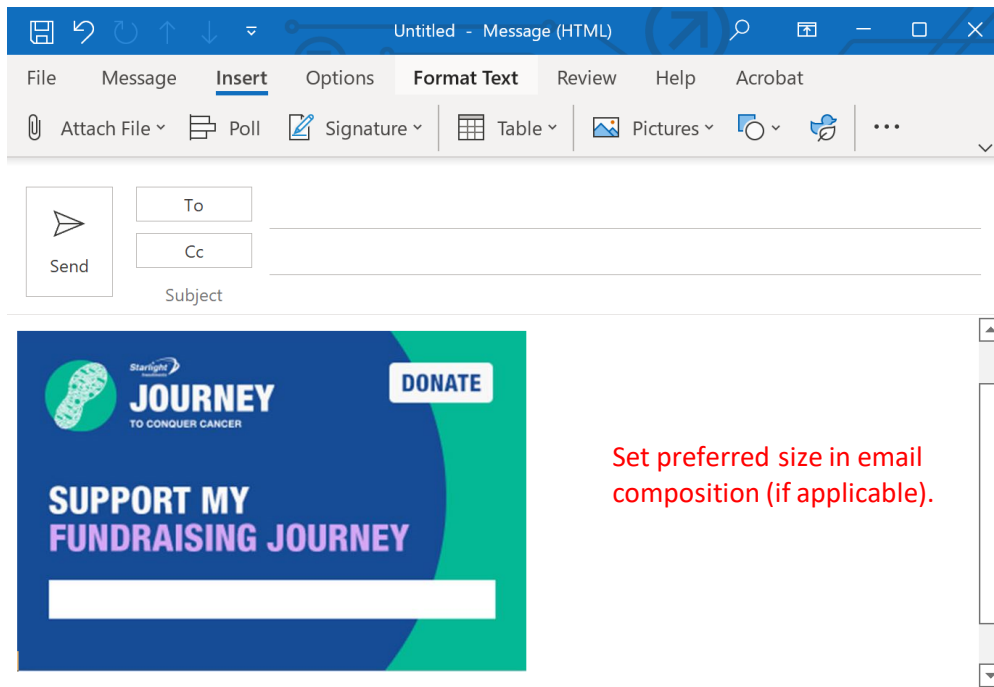
7. Your badge appears in the signature editing box. Make this your default signature. **NOTE: the badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, badge will work and you may wish to resize it when you compose new emails. (See step 8.)**



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



## 9. Resize badge inside email window as required.



## 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.