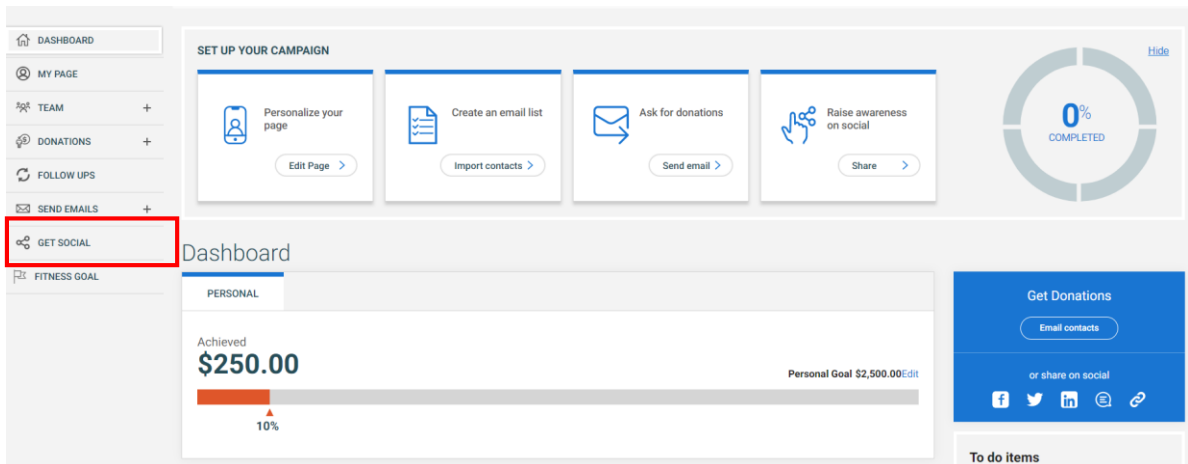


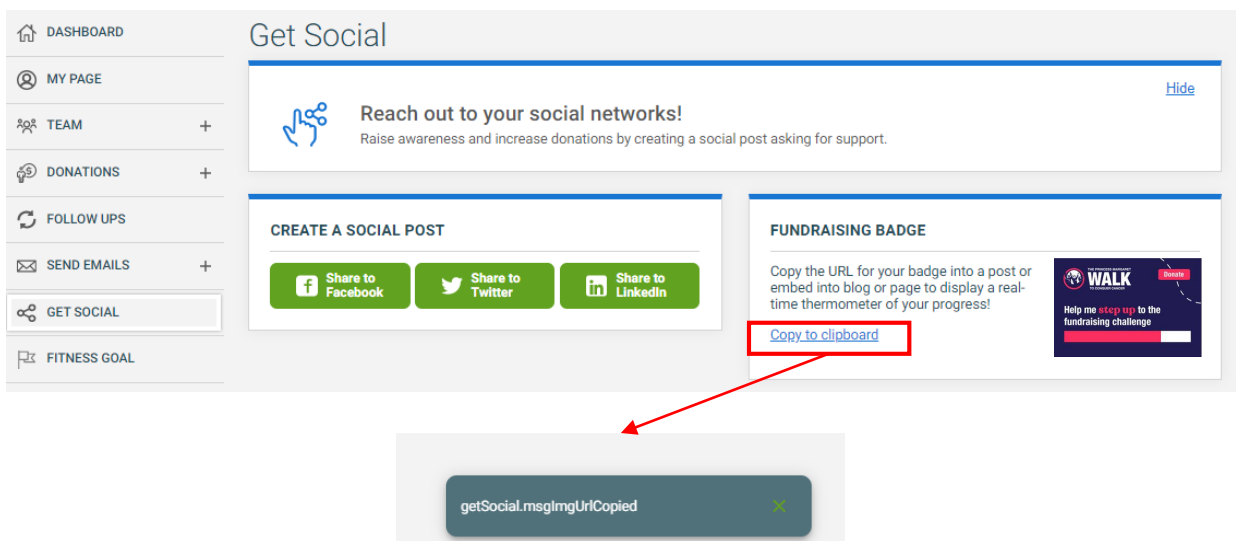
# How to set up your dynamic fundraising badge using Outlook.

1. Log in to your participant Centre at <https://supportthepmcf.ca/ui/walk22/login>
2. Click the Get Social button.

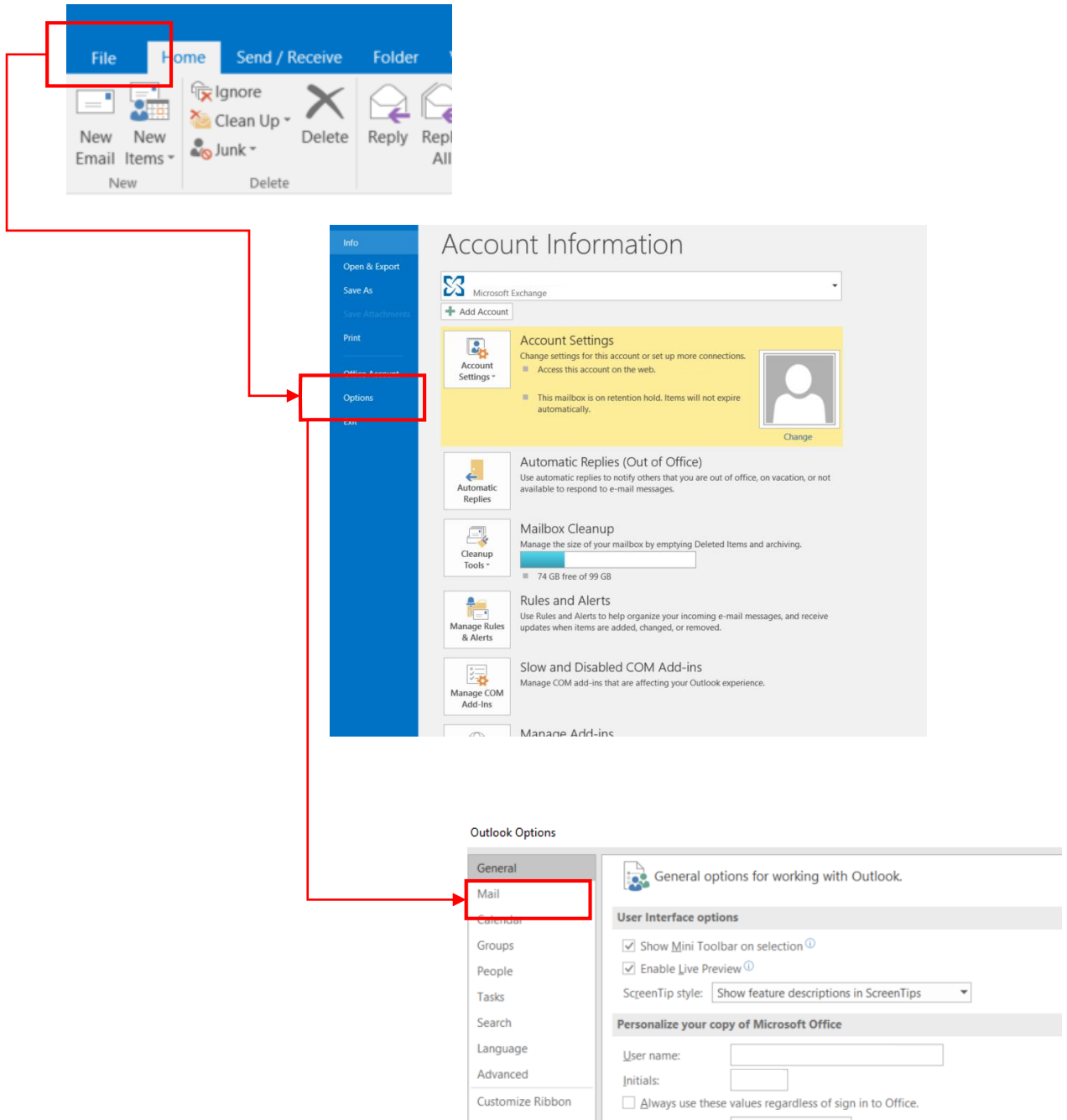


3. Under Get Social Fundraising Badge, click Copy to Clipboard, then see the pop-up that the URL was copied to clipboard."

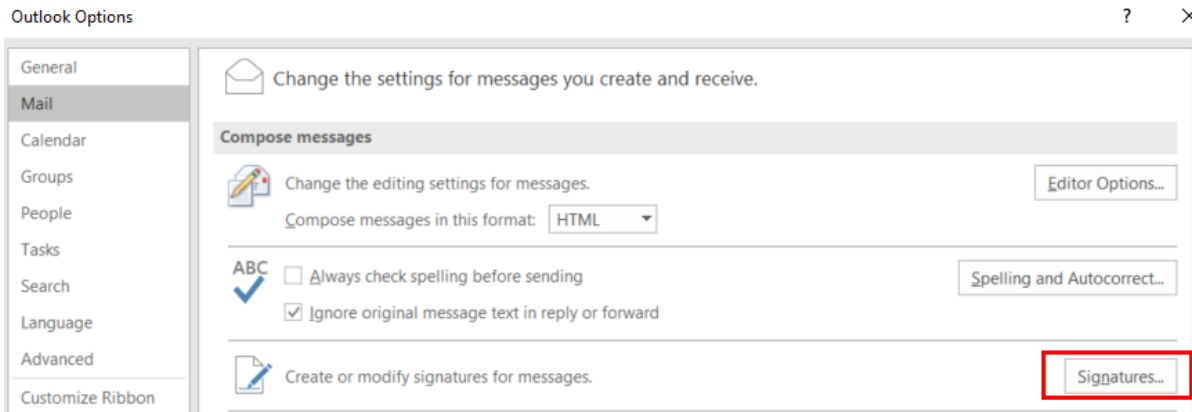
Note: you can also paste this URL into your social posts to share your badge with your networks.



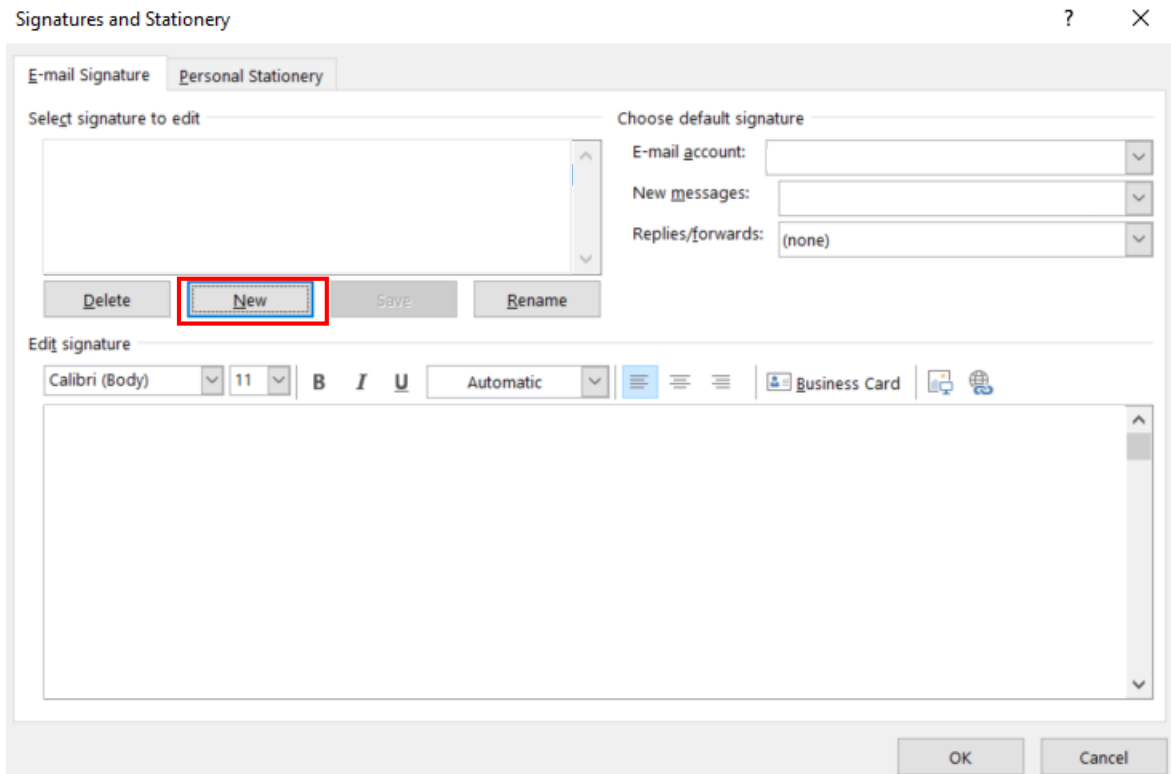
4. From the main Outlook page, click “File”, then Options”, then “Mail”.



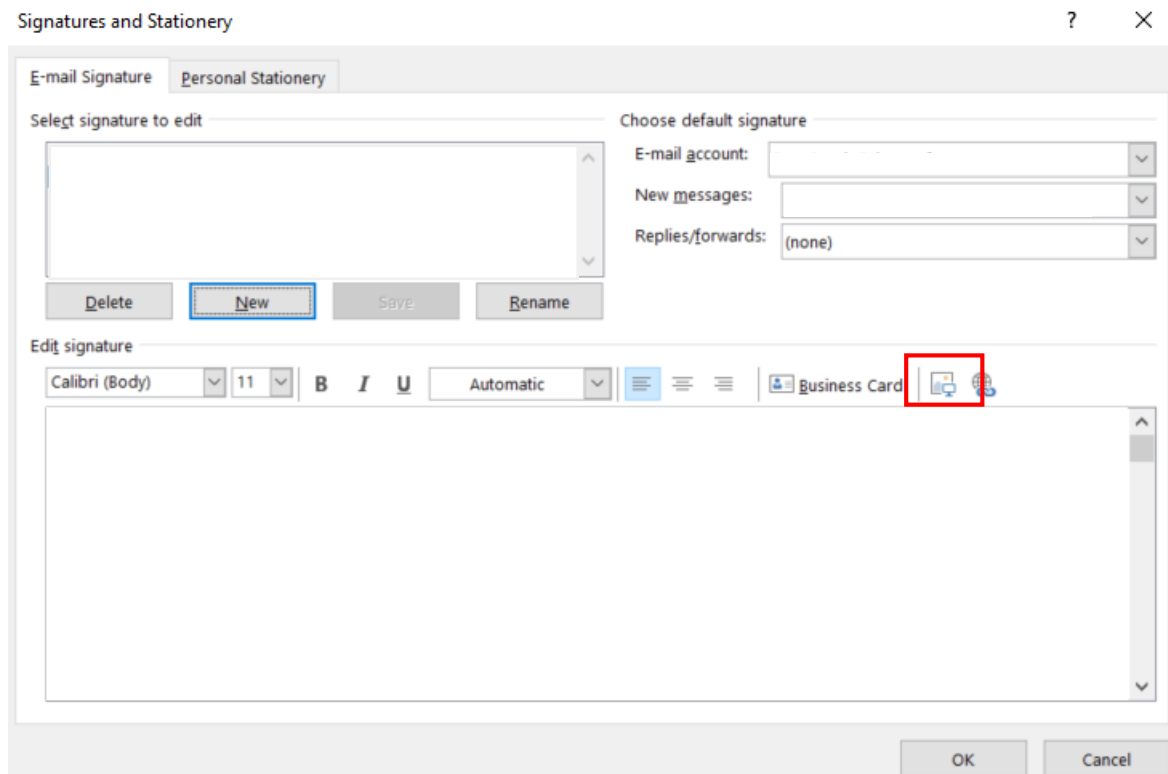
5. Click “Signatures”



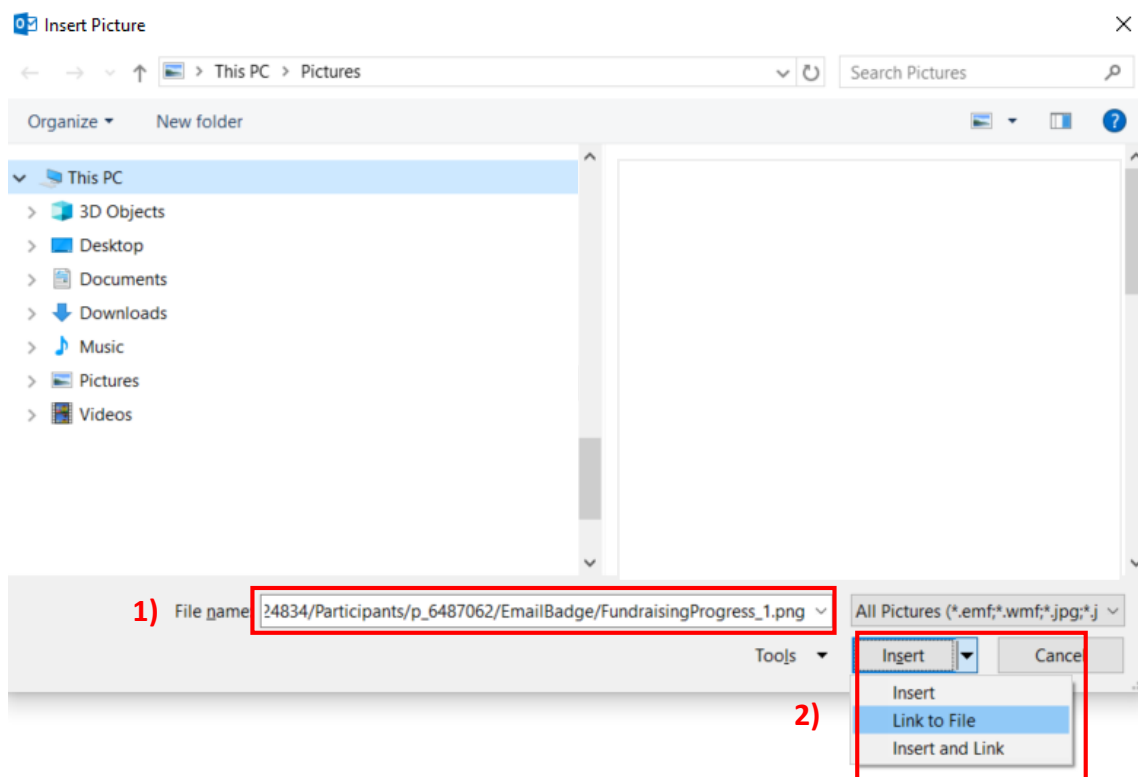
6. Create new signature or modify an existing one.



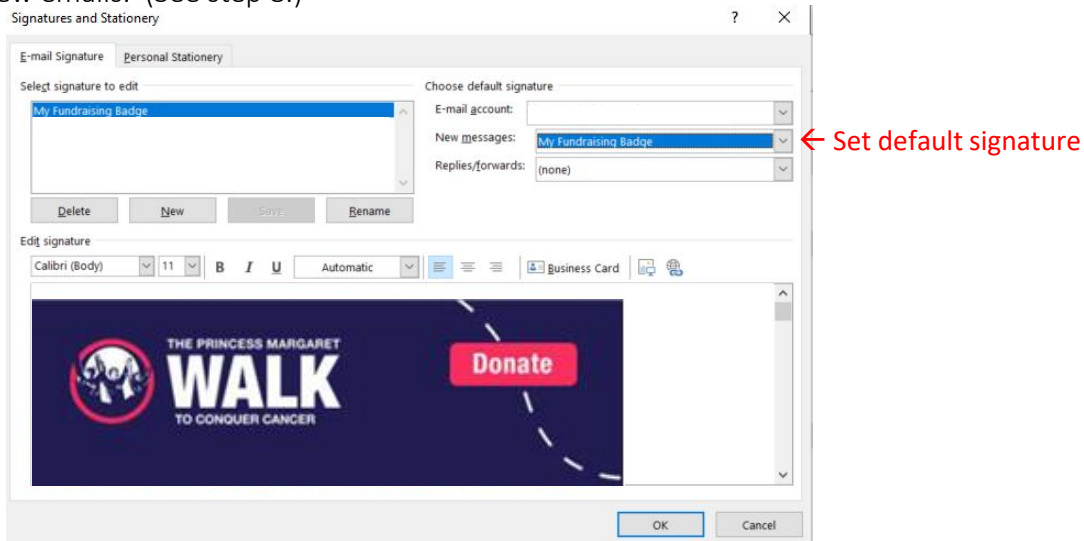
## 7. Click image icon



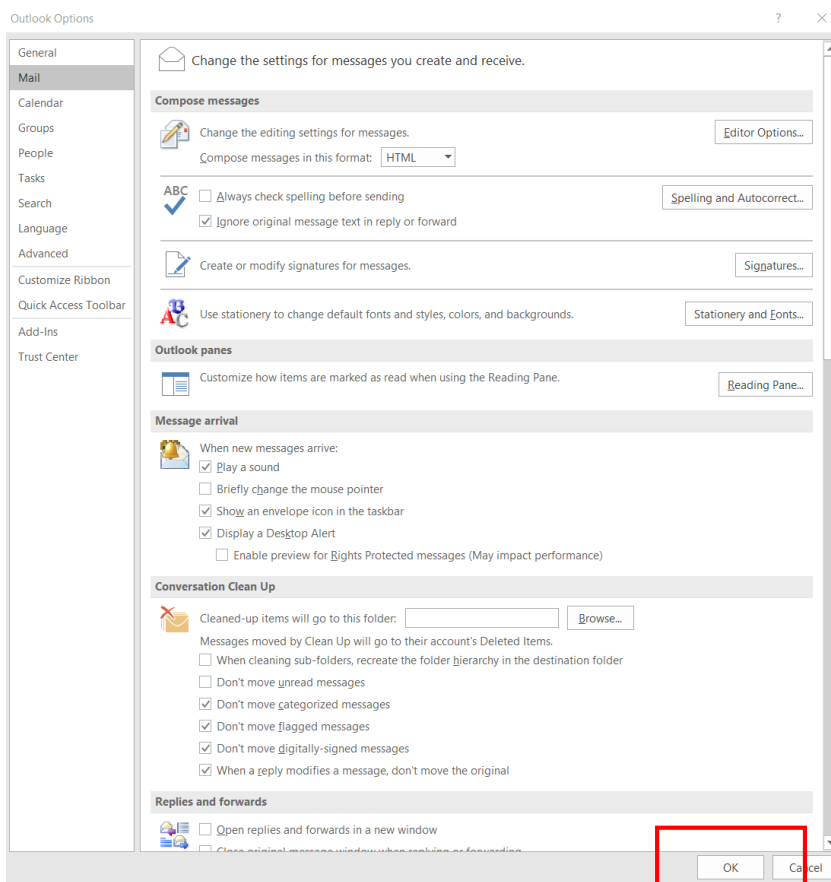
8. 1) Paste the URL you copied from the website in the File name box.
- 2) Toggle open the "Insert" drop down box and select "Link to File".



9. 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.)



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



11. Resize badge inside email window as required. **Remember to include a link to your fundraising page under your badge.**

The screenshot shows an email composition window with a blue header bar. The ribbon includes tabs for File, Message, Insert, Options, Format Text, Review, and Format. The Message tab is active, showing fields for To, Cc, and Subject. Below these fields is a large white area for the email body. In the body, there is a fundraising badge for 'THE PRINCESS MARGARET WALK TO CONQUER CANCER'. The badge is dark blue with white text and a red 'Donate' button. Below the badge, the text 'Help me step up to the fundraising challenge' is visible. A red box highlights the text 'Donate to my Ride here.' which is a blue hyperlink. A red arrow points from this text to a text box on the right that says 'The link to your page can be found by clicking "My Page" in your Participant Centre, then copying the URL.' Below the email body, there is a sidebar with a 'DASHBOARD' header and a 'My Page' section. The 'My Page' section has a red box around the 'MY PAGE' link, which is accompanied by a person icon. Below this are links for 'TEAM' and 'DONATIONS', each with a plus sign. A red double-headed arrow connects the 'MY PAGE' link in the sidebar to the 'Donate to my Ride here.' link in the email body.

Set preferred size in email composition (if applicable).

[Donate to my Ride here.](#)

The link to your page can be found by clicking "My Page" in your Participant Centre, then copying the URL.

DASHBOARD

My Page

Import content from a p

CUSTOMIZE YOUR P

MY PAGE

TEAM +

DONATIONS +

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## 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.