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

- 1. Log in to your participant Centre at <u>https://supportthepmcf.ca/ui/Ride22/login</u>
- 2. Click the Get Social button.

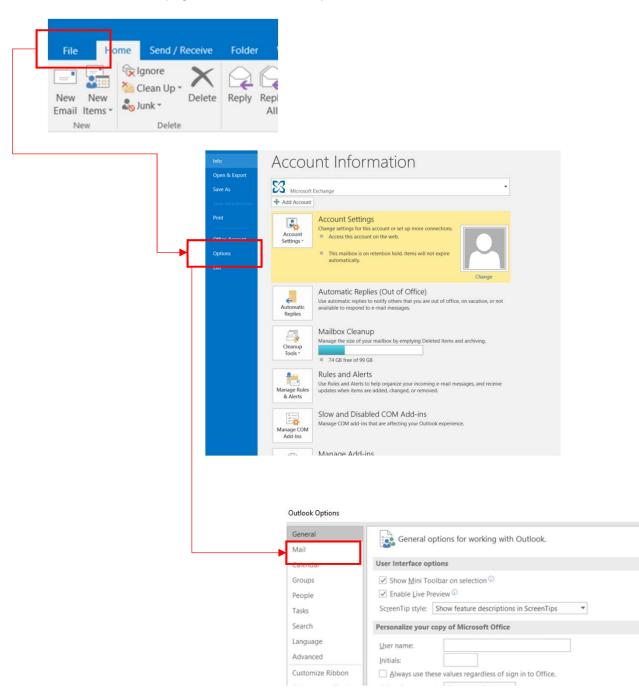
DASHBDARD      MY PAGE      Yes TEAM     +      O DONATIONS     +      FOLLOW UPS      Send EMAILS     +	SET UP YOUR CAMPAIGN  Personalize your page  Edit Page  Timport contacts  Send email  Send email  Send email  Contacts  Contac	ess
α <sup>©</sup> <sub>6</sub> GET SOCIAL <sup>P</sup> <sup>χ</sup> FITNESS GOAL	Dashboard	Get Donations
	Achieved \$250.00 Personal Goal \$2,500.	
		To do items

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.

☆ DASHBOARD		Get Social	
MY PAGE			<u>Hide</u>
<sup>ନ</sup> ୍ଦୁ <sup>8</sup> TEAM	+	Reach out to your social networks! Raise awareness and increase donations by creating a social post asking for support.	
S DONATIONS	+		
C FOLLOW UPS		CREATE A SOCIAL POST FUNDRAISING BADGE	
SEND EMAILS	+	Share to Share to Copy the URL for your badge into a post or embed into big or page to display a real-	
≪ GET SOCIAL		time thermometer of your progress!	SUPPORT MY
FITNESS GOAL			9 20 Relati (1)
		getSocial.msgImgUrlCopied	

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



### 5. Click "Signatures"

#### Outlook Options

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 stalling 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		SIGTOROLOW

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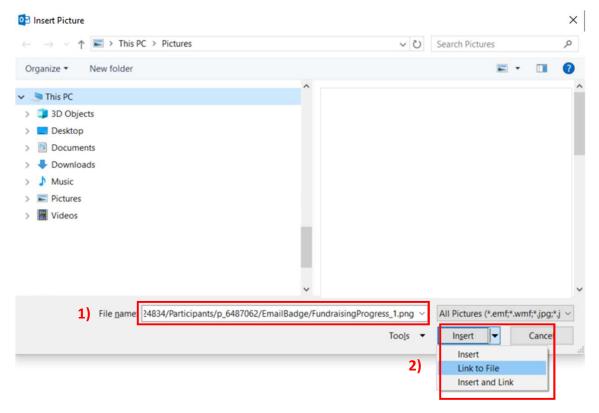
## 6. Create new signature or modify an existing one.

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-mail Signature	Personal Stationery							
ele <u>c</u> t signature to	edit			Choose default sign	nature			
				A E-mail account:				1
				New messages:				
				Replies/forwards:	(none)			
			Rename					
Delete	New	Save						
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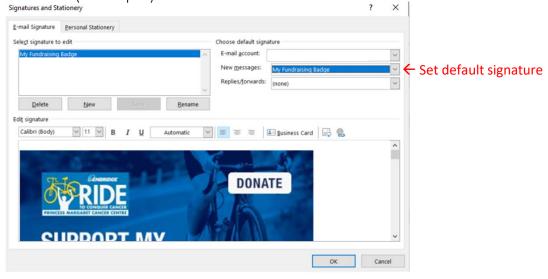
#### 7. Click image icon

1
,
2
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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".



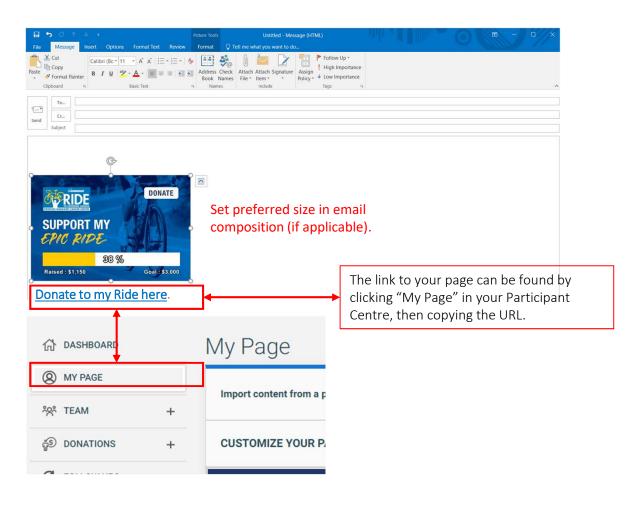
9. Your badge appears in the signature editing box. Make this your default signature. NOTE: the badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, badge will work and you may wish to resize it when you compose new emails. (See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



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

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dvanced	Create or modify signatures for messages.	Gianatura
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uick Access Toolbar	Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Fonts
dd-Ins	AC use stationery to change default ronts and styles, colors, and backgrounds.	Stationery and <u>Fonts</u>
ust Center	Outlook panes	
	Customize how items are marked as read when using the Reading Pane.	Reading Pane
	Message arrival	
	When new messages arrive:	
	Play a sound	
	Briefly change the mouse pointer	
	$\checkmark$ Show an envelope icon in the taskbar	
	✓ Display a Desktop Alert	
	<ul> <li>Enable preview for <u>Rights</u> Protected messages (May impact performance)</li> </ul>	
	Conversation Clean Up	
	Cleaned-up items will go to this folder: Browse	
	Messages moved by Clean Up will go to their account's Deleted Items.	
	When cleaning sub-folders, recreate the folder hierarchy in the destination folder	
	Don't move unread messages	
	☑ Don't move categorized messages	
	☑ Don't move flagged messages	
	Don't move digitally-signed messages	
	When a reply modifies a message, don't move the original	
	Replies and forwards	
	Close estates message window when confirm or featuration	

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



# **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.