How to set up your dynamic fundraising badge using Outlook.

- 1. Log in to your participant Centre at https://supportthepmcf.ca/ui/Ride23/login
- 2. Click the Get Social button.

Image: Construction Image: Construction Image: Construction + Image: Construction +	SET UP YOUR CAMPAIGN Personalize your page Create an email list Edit Page Import contacts Send email Send email Send email	Hide 0% COMMLETED
දේ get social අප fitness goal	Dashboard	Get Donations
	Achieved \$250.00 Personal Goal \$2,500.00Edit	Email contacts or share on social
	10%	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.

슈 DASHBOARD		Get Social	
MY PAGE		Hid	<u>de</u>
දී TEAM	+	Reach out to your social networks! Raise awareness and increase donations by creating a social post asking for support.	
ත්ව 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 blog or page to display a real-	IATE
∞ GET SOCIAL		time thermometer of your progress!	E
FITNESS GOAL			
		getSocial.msglmgUrlCopied	

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



5. Click "Signatures"

Outlook Options

General Mail	Change the settings for messages you create and receive.	
Calendar	Compose messages	
Groups	Change the editing settings for messages.	Editor Options
People	Compose messages in this format: HTML 🔻	
Tasks	ABC	
Search	Always check spelling before sending	Spelling and Autocorrect
Language	✓ Ignore original message text in reply or forward	
Advanced	Create or modify signatures for messages	Signatures
Customize Ribbon		5191010511

6. Create new signature or modify an existing one.

Signatures and Stationery	?	×
E-mail Signature Personal Stationery		
Sele <u>c</u> t signature to edit Choose default signature		
E-mail <u>a</u> ccount:		\sim
New <u>m</u> essages:		\sim
Replies/ <u>f</u> orwards: (none)		\sim
Delete Save Rename		
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7. Click image icon

Signatures and Sta	tionery					?	×
E-mail Signature	Personal Stationery						
Sele <u>c</u> t signature to	edit		Choose default signa	ature			
			 E-mail <u>a</u>ccount: 		-		\sim
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			Replies/ <u>f</u> orwards:	(none)			\sim
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					OK	Can	cel

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.

Outlook Options		? ×
General	Change the settings for messages you create and receive.	-
Calendar	Compose messages	
Groups	Change the editing settings for messages	Editor Options
People	Compose messages in this format:	
Tasks		
Search	ABC Always check spelling before sending	Spelling and Autocorrect
Language	Ignore original message text in reply or forward	
Advanced	Create or modify signatures for messages.	Signatures
Customize Ribbon	2	- 92
Quick Access Toolbar	Vse stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Eonts
Add-Ins		
Trust Center		
	Customize how items are marked as read when using the Reading Pane.	Reading Pane
	Message arrival	
	When new messages arrive:	
	Briefly change the mouse pointer	
	\checkmark Show an envelope icon in the taskbar	
	✓ Display a Desktop Alert	
	Enable preview for <u>Rights</u> Protected messages (May impact performance)	
	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.	
	\Box When cleaning sub-folders, recreate the folder <u>h</u> ierarchy in the destination folder	
	Don't move <u>u</u> nread messages	
	✓ Don't move <u>c</u> ategorized messages	
	✓ Don't move <u>flagged messages</u>	
	✓ Don't move <u>digitally-signed messages</u>	
	virien a reply modifies a message, don't move the original	
	Replies and forwards	
	Qpen replies and forwards in a new window	
	* L. L'Elasa asiataal massaaa windau whan saabiina as faawasdina.	OK Carcel

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.