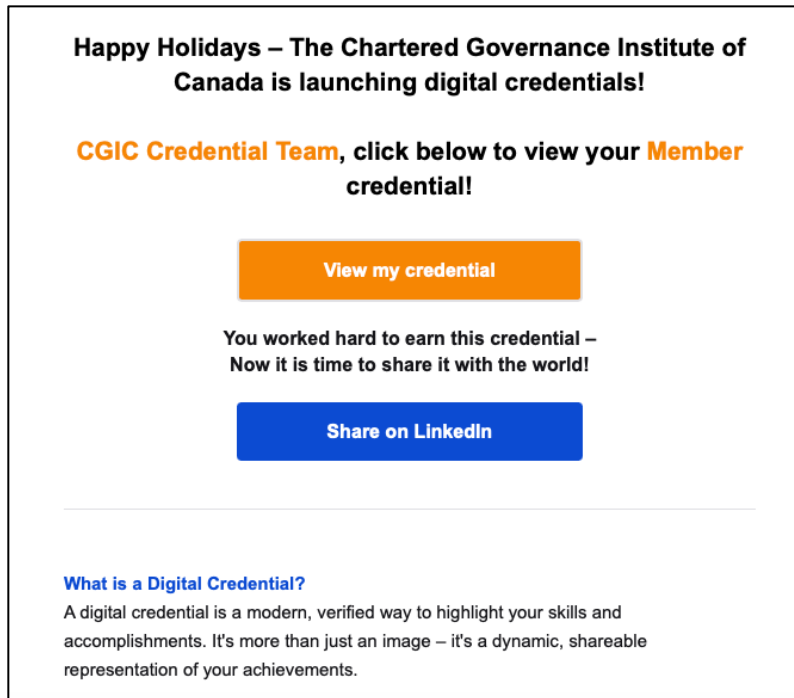


# Sharing your Digital Credential in your Email Signature - Outlook

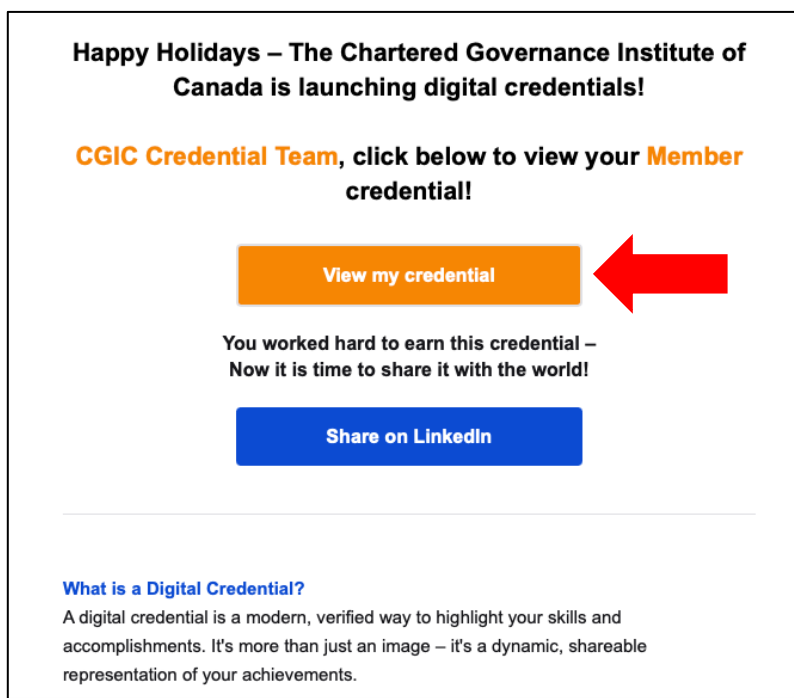
## Step 1: Receive Email Notification

Once you have earned your designation, you will receive an email from Accredible notifying you of your new badge. The email will look similar to this:



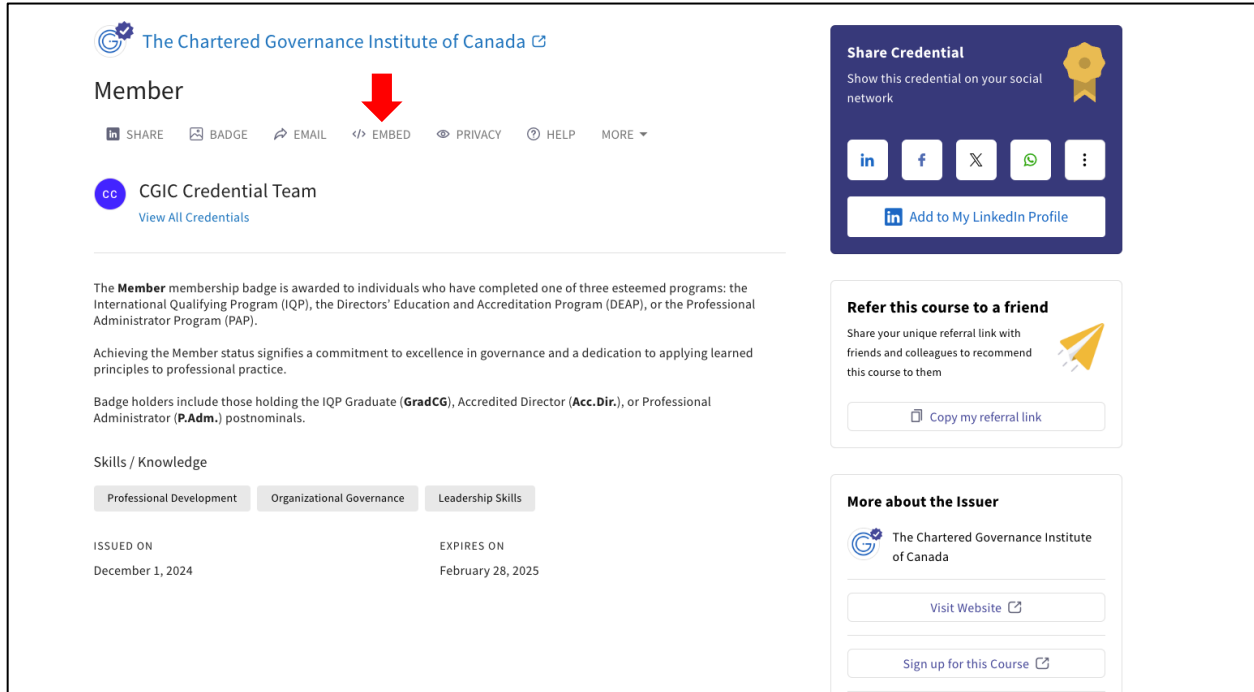
## Step 2: Access your Credential

Click "View my Credential" in the email to view your badge.

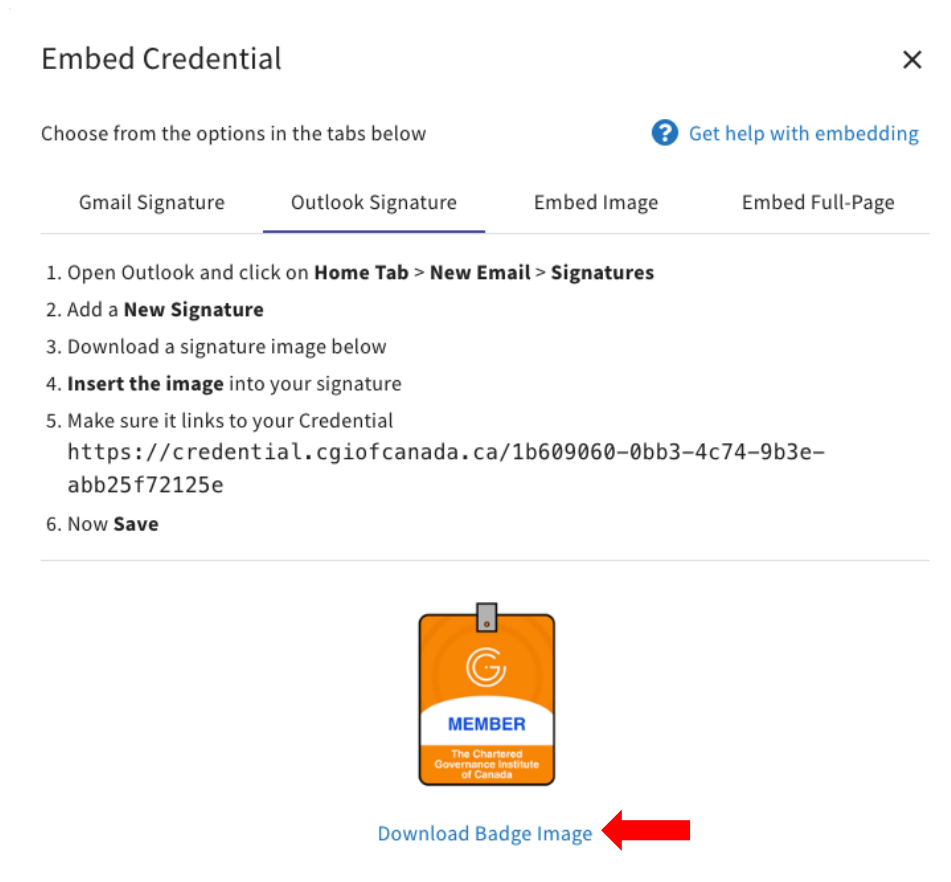


### Step 3: Download the Credential Image.

On the credential page, click the 'Embed' button. Then, click 'Download Badge Image.' This should automatically download the badge image to your computer. Copy the URL for later use.



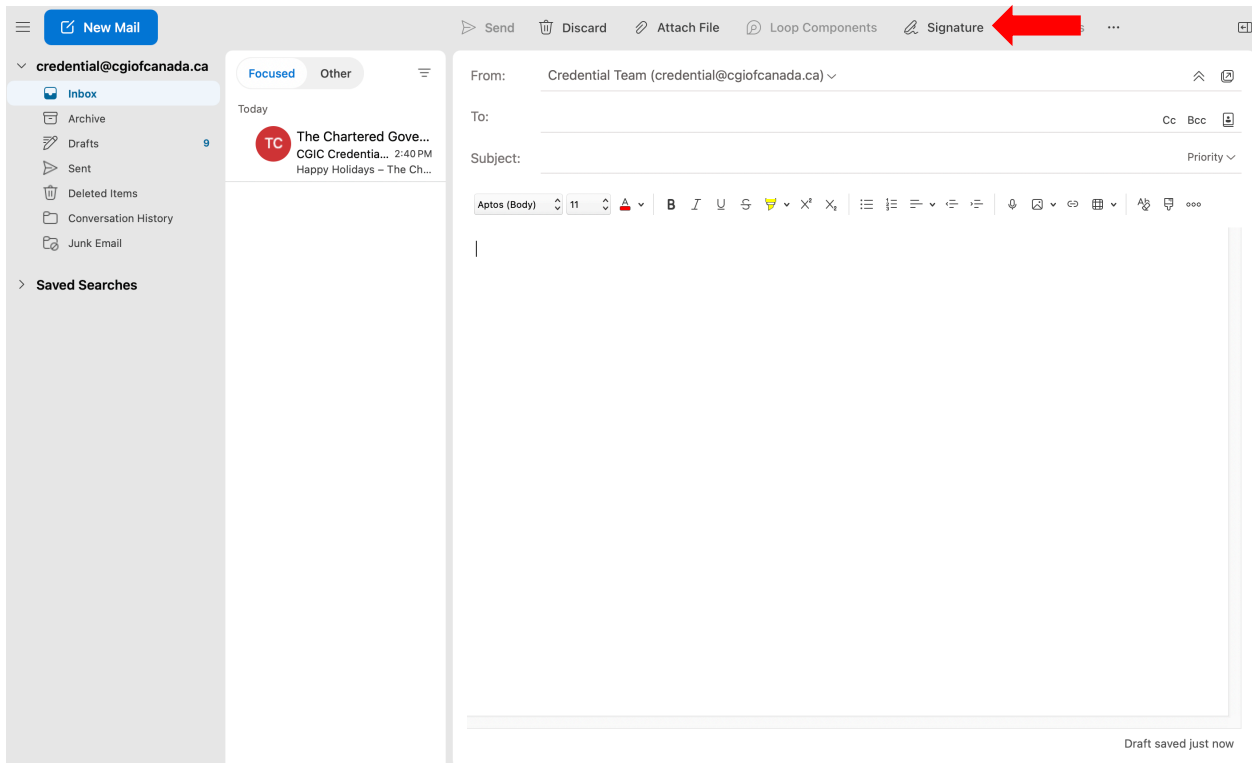
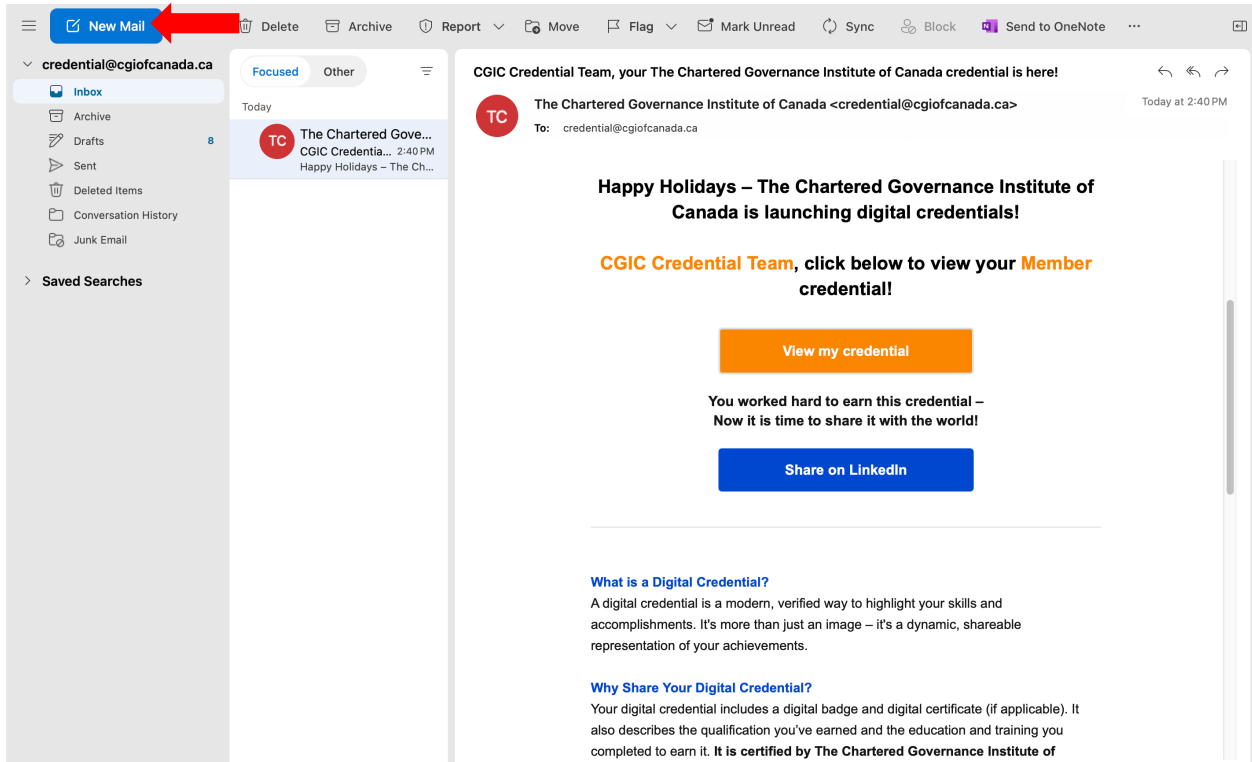
The screenshot shows the 'Member' credential page for The Chartered Governance Institute of Canada. The page includes a header with the organization's name and logo, a 'Member' title, and a row of sharing options: SHARE, BADGE, EMAIL, EMBED (highlighted with a red arrow), PRIVACY, HELP, and MORE. Below this is the 'CGIC Credential Team' profile and a description of the Member badge. The page also features sections for 'Skills / Knowledge' (Professional Development, Organizational Governance, Leadership Skills), 'ISSUED ON' (December 1, 2024), and 'EXPIRES ON' (February 28, 2025). On the right side, there are sections for 'Share Credential' (with social media icons and an 'Add to My LinkedIn Profile' button), 'Refer this course to a friend' (with a 'Copy my referral link' button), and 'More about the Issuer' (with 'Visit Website' and 'Sign up for this Course' buttons).



The screenshot shows the 'Embed Credential' dialog box. It has a title bar with 'Embed Credential' and a close button. Below the title, it says 'Choose from the options in the tabs below' and 'Get help with embedding'. There are four tabs: 'Gmail Signature', 'Outlook Signature' (selected), 'Embed Image', and 'Embed Full-Page'. The 'Outlook Signature' tab contains a list of instructions: 1. Open Outlook and click on **Home Tab > New Email > Signatures**; 2. Add a **New Signature**; 3. Download a signature image below; 4. **Insert the image** into your signature; 5. Make sure it links to your Credential <https://credential.cgiofcanada.ca/1b609060-0bb3-4c74-9b3e-abb25f72125e>; 6. Now **Save**. Below the instructions is a preview of the Member badge image, which is an orange square with a white 'G' logo, the word 'MEMBER' in blue, and 'The Chartered Governance Institute of Canada' at the bottom. A red arrow points to the 'Download Badge Image' button below the preview.

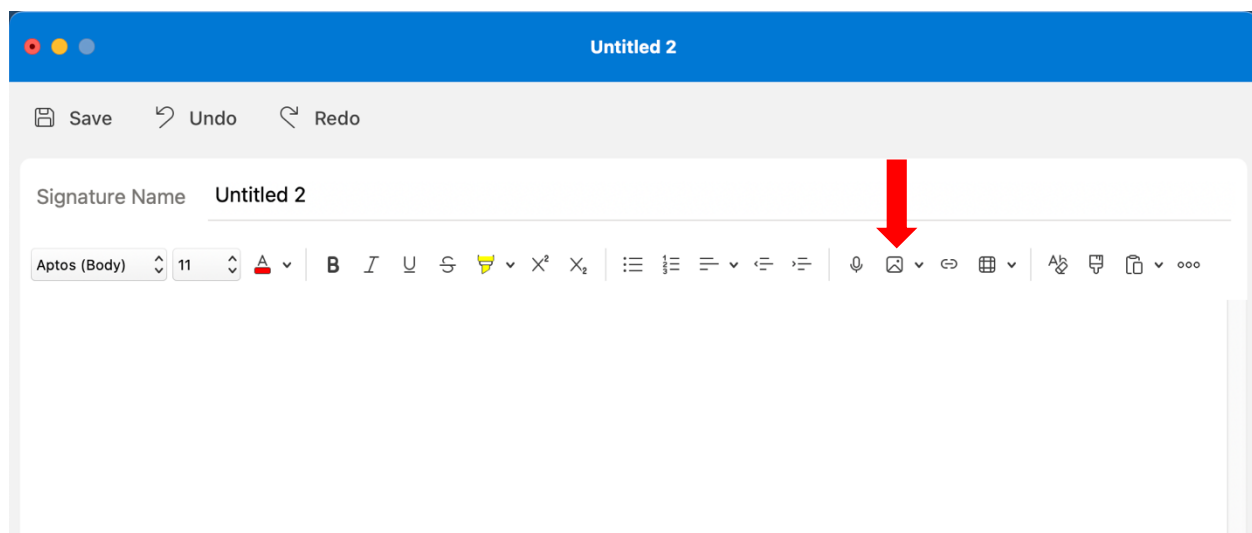
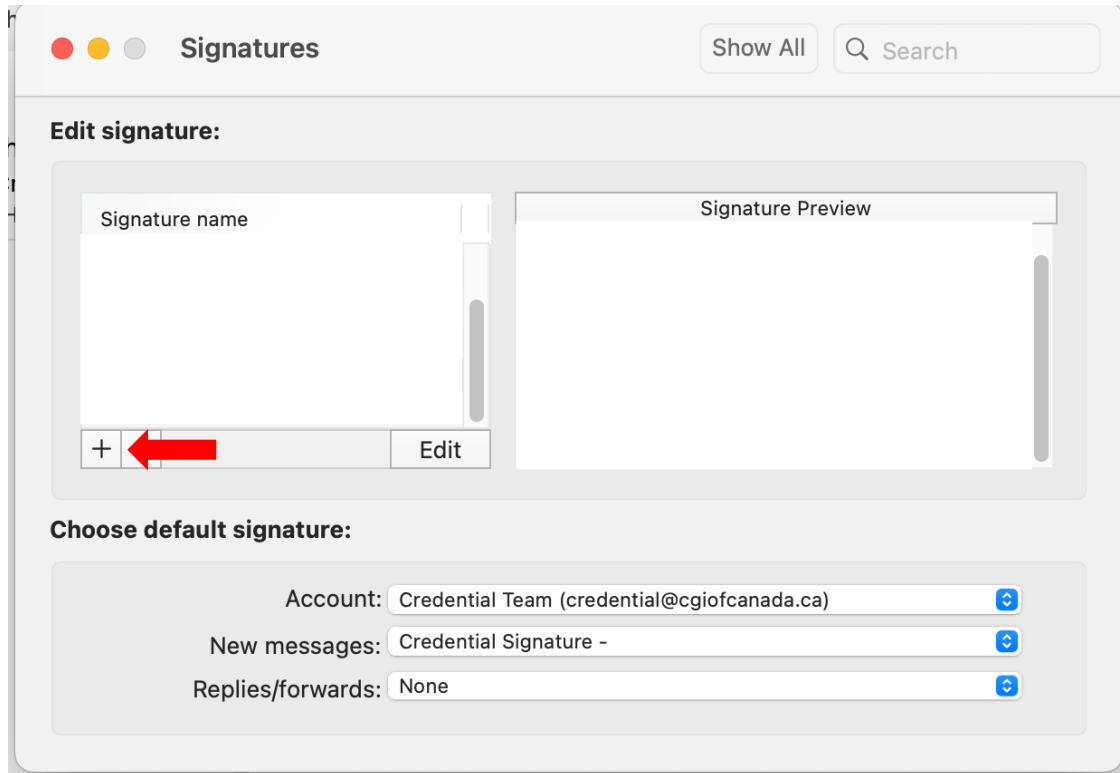
## Step 5: Open Outlook

Open Outlook and click "New Mail." Then, click "Signature," followed by "Manage Signatures."



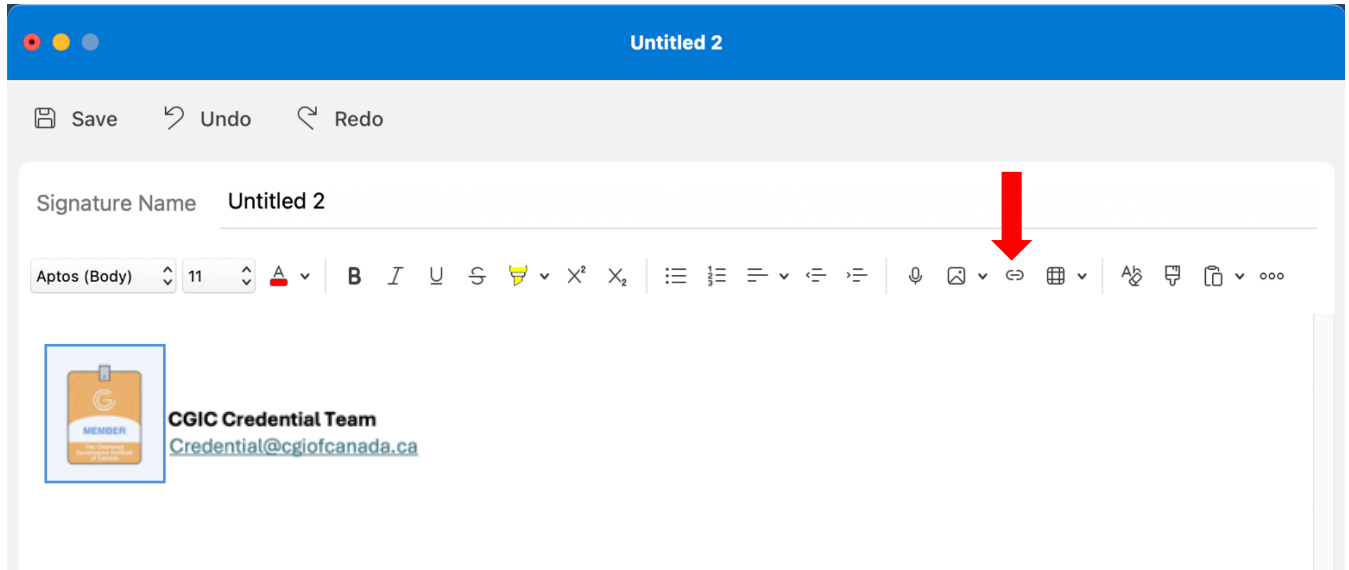
## Step 6: Create New Signature

Click the “+” symbol to create a new signature. Once the editing screen opens, click the image button and select the downloaded credential image from your computer's downloads folder.



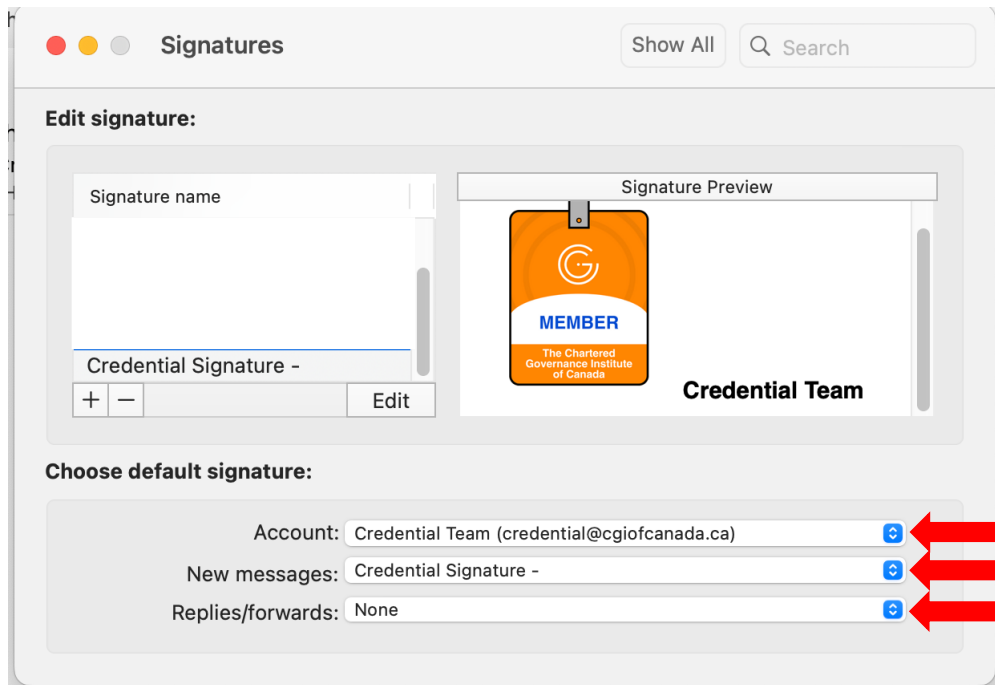
### Step 7: Hyperlink your Credential

Highlight the credential image, click the 'Hyperlink' button, and paste the credential URL you copied in Step 3. Then, click "Save."



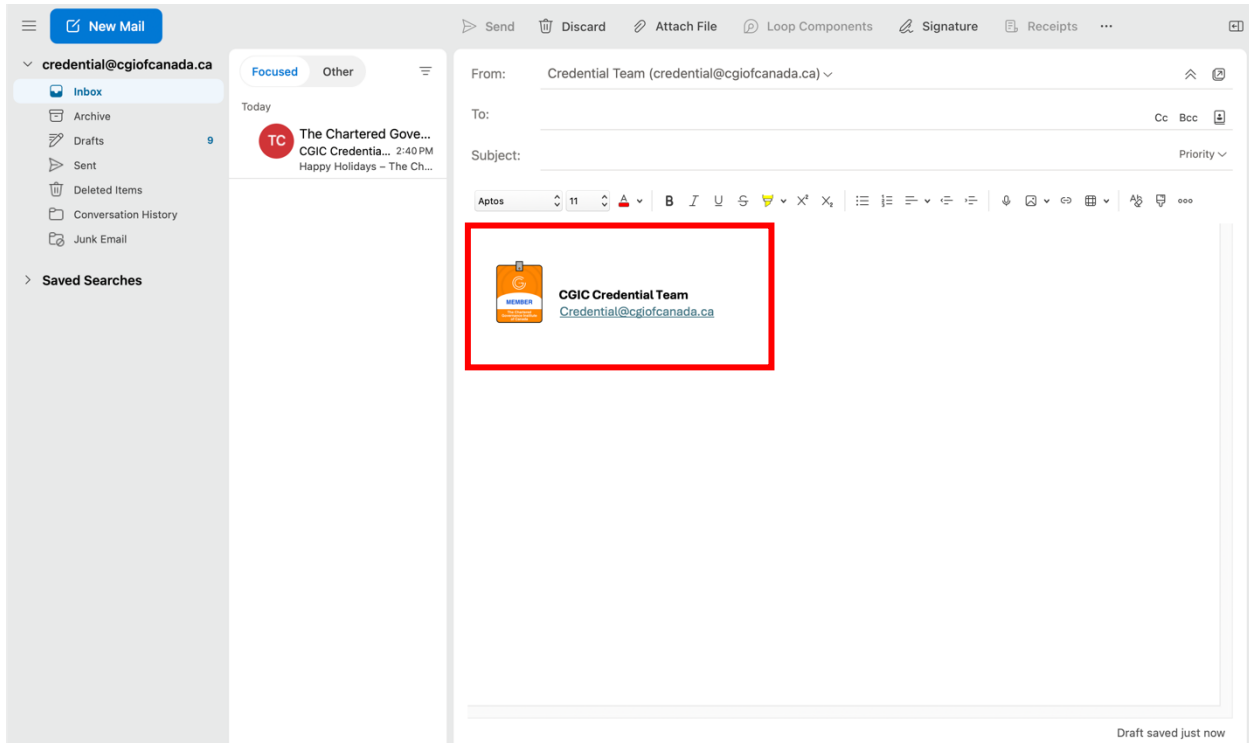
### Step 8: Select Default Signature

Select the email account for which you want to set the new signature as default. Ensure that both the "New messages" and "Replies/forwards" dropdowns display the name of your new signature.



## Step 9: Save & Share

Now, when you create a new message, your digital credential will automatically appear in your email signature.



The screenshot shows an email client interface for the account **credential@cgiofcanada.ca**. The left sidebar contains folders like **Inbox**, **Archive**, **Drafts**, **Sent**, **Deleted Items**, **Conversation History**, and **Junk Email**. The main composition area is titled **Focused** and shows a draft email with the following details:

- From:** Credential Team (credential@cgiofcanada.ca)
- To:** (empty)
- Subject:** (empty)

The email body contains a digital credential signature, which is highlighted with a red box. The signature includes a small icon of a credential card and the text:

**CGIC Credential Team**  
[Credential@cgiofcanada.ca](mailto:Credential@cgiofcanada.ca)

The bottom right corner of the interface displays the text "Draft saved just now".