

## How to Upload Your CMCA Digital Badge to Your E-mail

### Step 1: Download your Digital Badge Information

1. Log into your account at [www.youracclaim.com](http://www.youracclaim.com)
2. On your Dashboard, select your CMCA Digital Badge
3. On the top of the screen, there is a grey bar that will say “This badge was issued to <<Your Name>> on <<This Date>>.”
4. Locate on the grey bar the blue button that says “share” and select it
5. Select the downward pointing arrow icon
6. Select the Small Image Download, then save the image to your desktop. This will download the image of your CMCA Digital Badge
7. Select the interlocking circle icon
8. Select the option “Copy”. This will copy your Digital Badge URL link

### Step 2: Upload your Digital Badge to your E-mail Signature (for Microsoft Outlook)

1. Open your e-mail and then open a new e-mail
2. Select signature, and then select the signature you want to alter
3. In the Edit Signature text box, locate where you want to insert the Digital Badge and place your arrow here
4. In the Edit Signature tool bar above the text box, look to the very right-hand side for the image that looks like this:  

6. Select the downloaded image of your CMCA Digital Badge and select Insert
5. Hover your cursor over and select the image of the CMCA Digital Badge
6. In the Edit Signature tool bar above the text box, look to the very right-hand side for the image that looks like this:  

7. In the address bar, select “paste” and select OK. This will insert your copied URL.
8. Select Ok

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