



Center 4 Credentialing Excellence

Document

How to Share a Badge on Outlook Email Signature

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Overview	This document is for demonstrating how to share a digital credential / badge within an Outlook email signature for the promotion of valuable skills and competencies.
Target Audience	Staff, Faculty, Students
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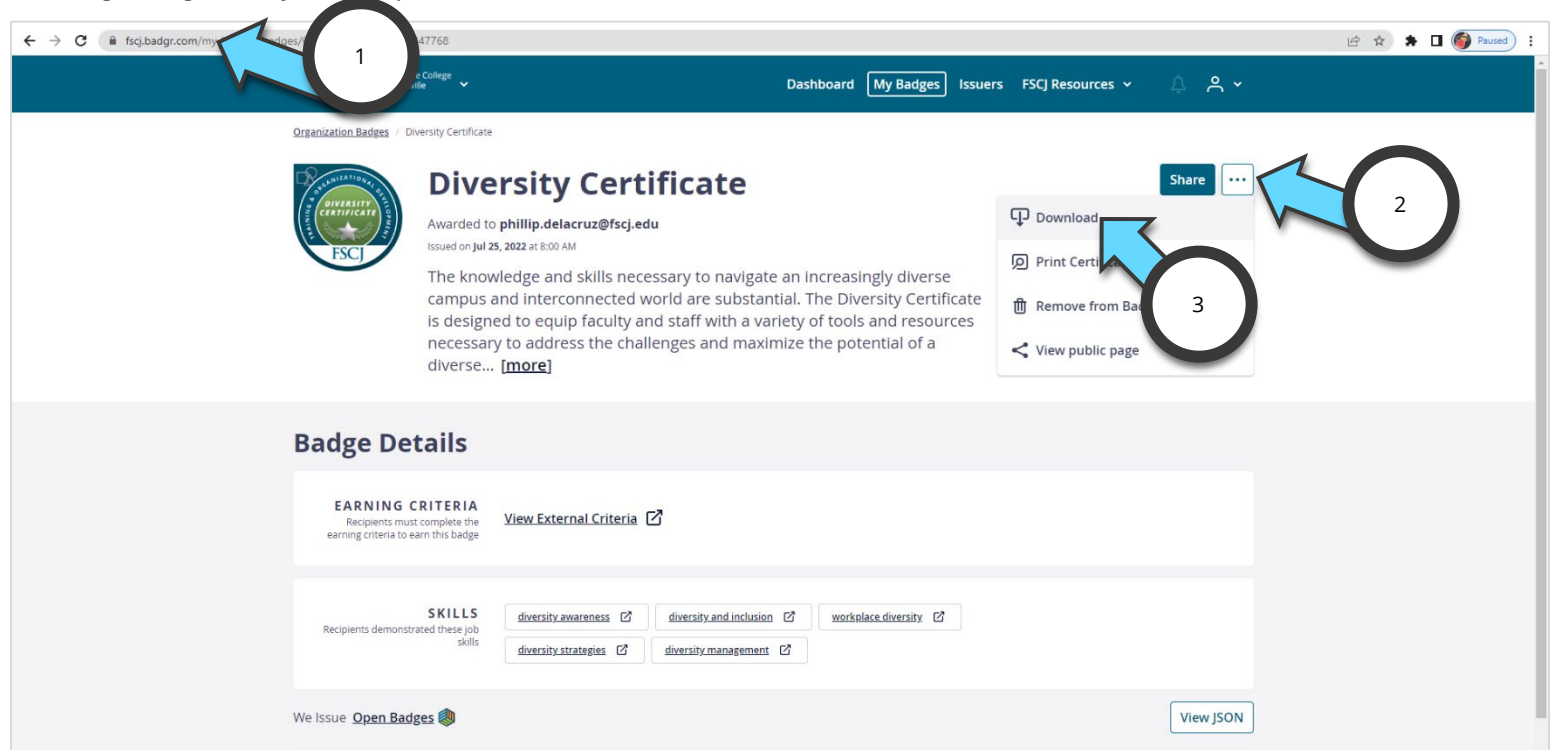
Introduction

When a learner earns a digital badge, it represents more than a certification at the end of a training session or class; it's a signal of success. Furthermore, when digital badges connect with verified skills and competencies, learners are intrinsically and extrinsically motivated to share those achievements online, especially when they align with employment opportunities. Every shared achievement also becomes an opportunity to celebrate the organization that issued that digital badge, and for that organization to make an impression.

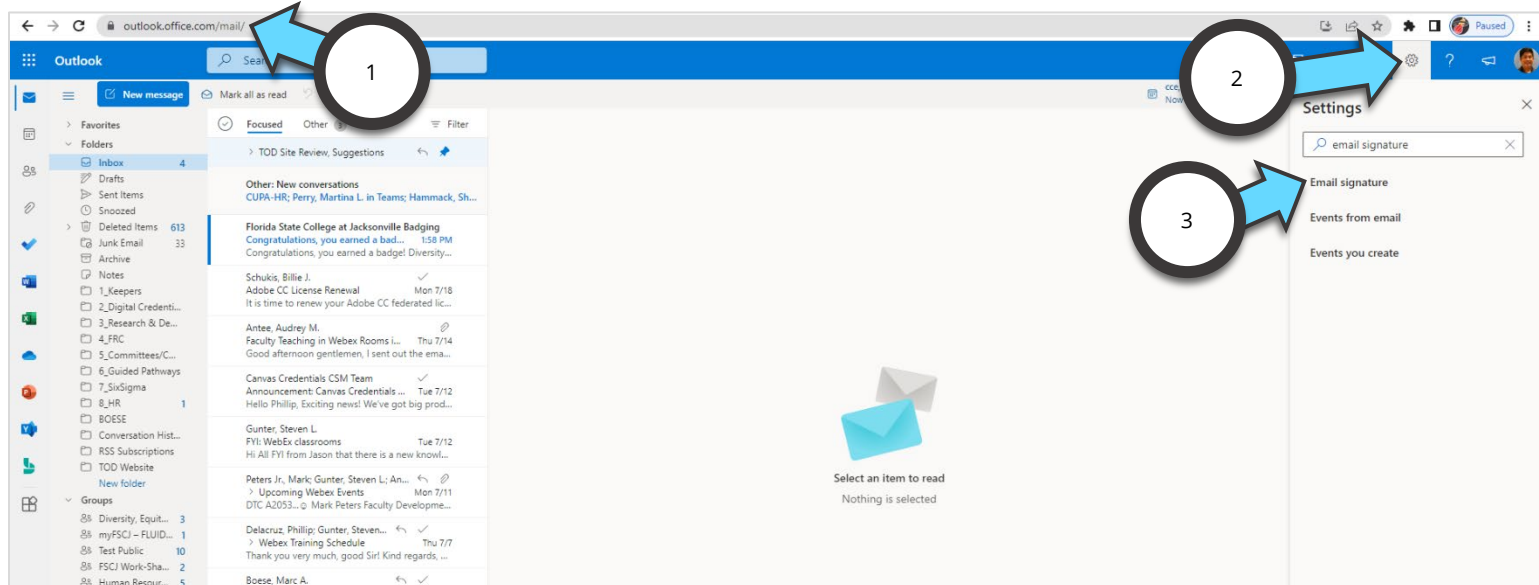
This tutorial will demonstrate how to insert a badge in both the Outlook Web Browser App and the Outlook Desktop App due to slight differences in process between the two.

Badge Sharing on Outlook Email Signature Via Web Browser App

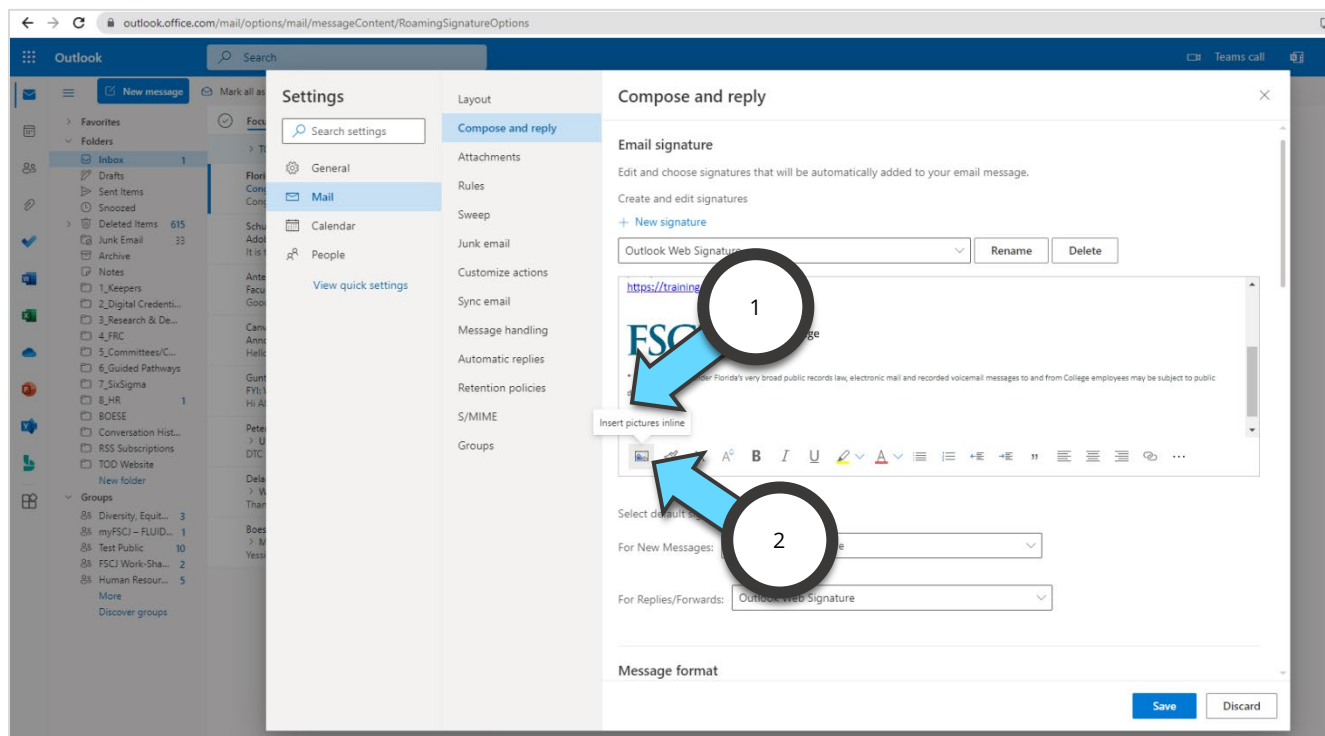
Step 1: Go to your badge page on **fscj.badgr.com** [1]. Click the **three-dot menu** at the far right [2]. Click **Download** to save the badge image onto your computer [3].



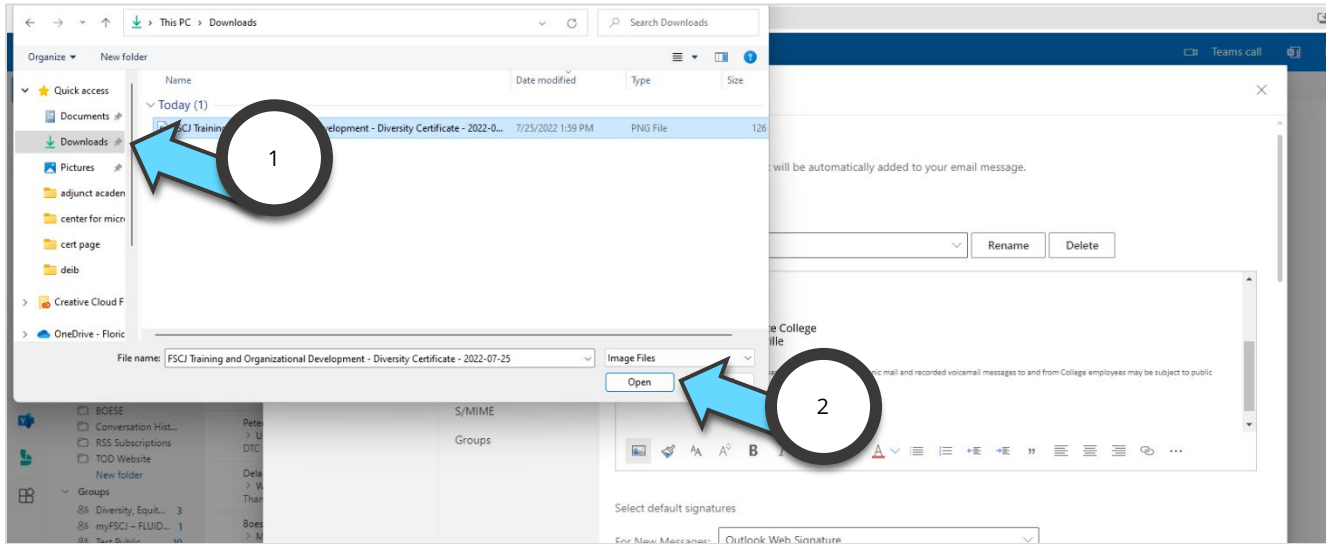
Step 2: Log into your FSCJ Outlook Email **Web Browser App** [1]. Click the **Gear Icon** at the far right [2]. In the **text field**, enter "email signature," then select the **Email Signature** from the list below [3].



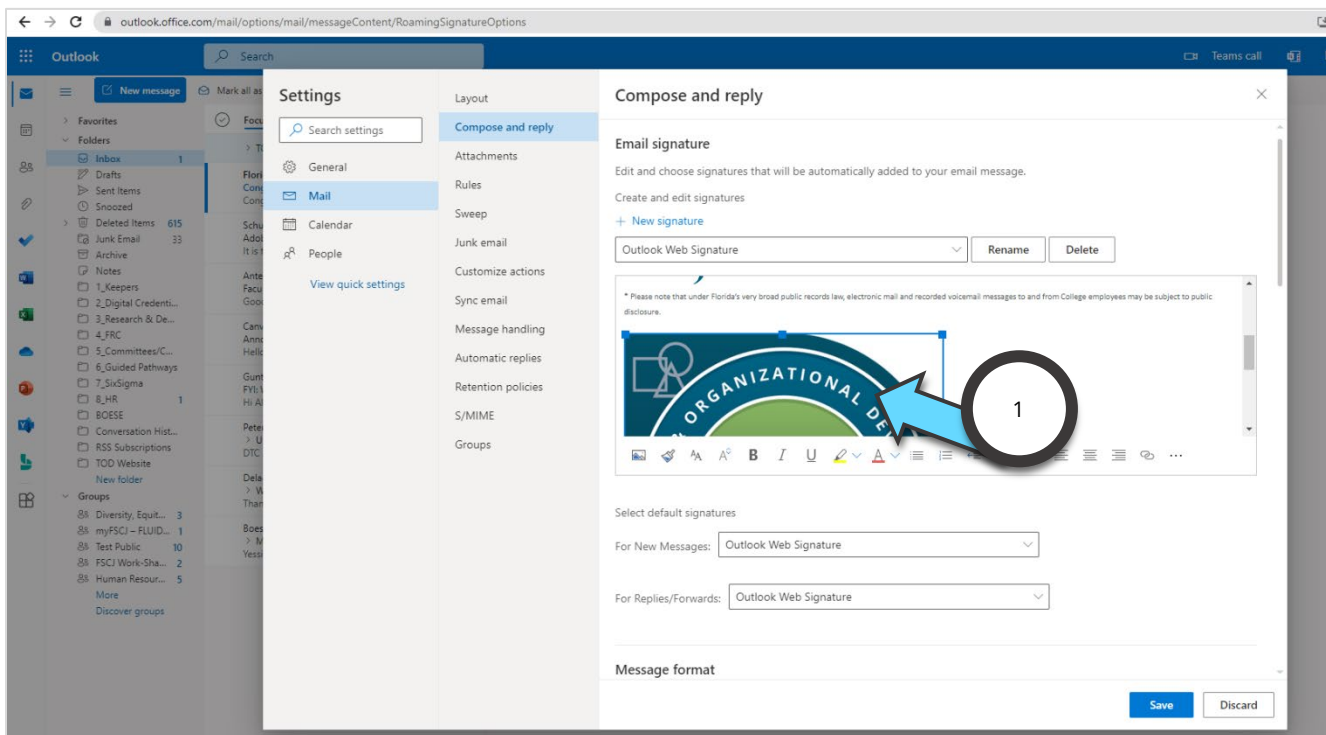
Step 3: In the **Email Signature** section, click the area that you would like your badge to be displayed (In this example, after the fine print) [1]. Click the **Insert Pictures Inline** button to insert the badge image into the signature [2].



Step 4: **Find the badge image** that was saved to your computer priorly [1]. Click **Open** to insert the image into your signature [2].

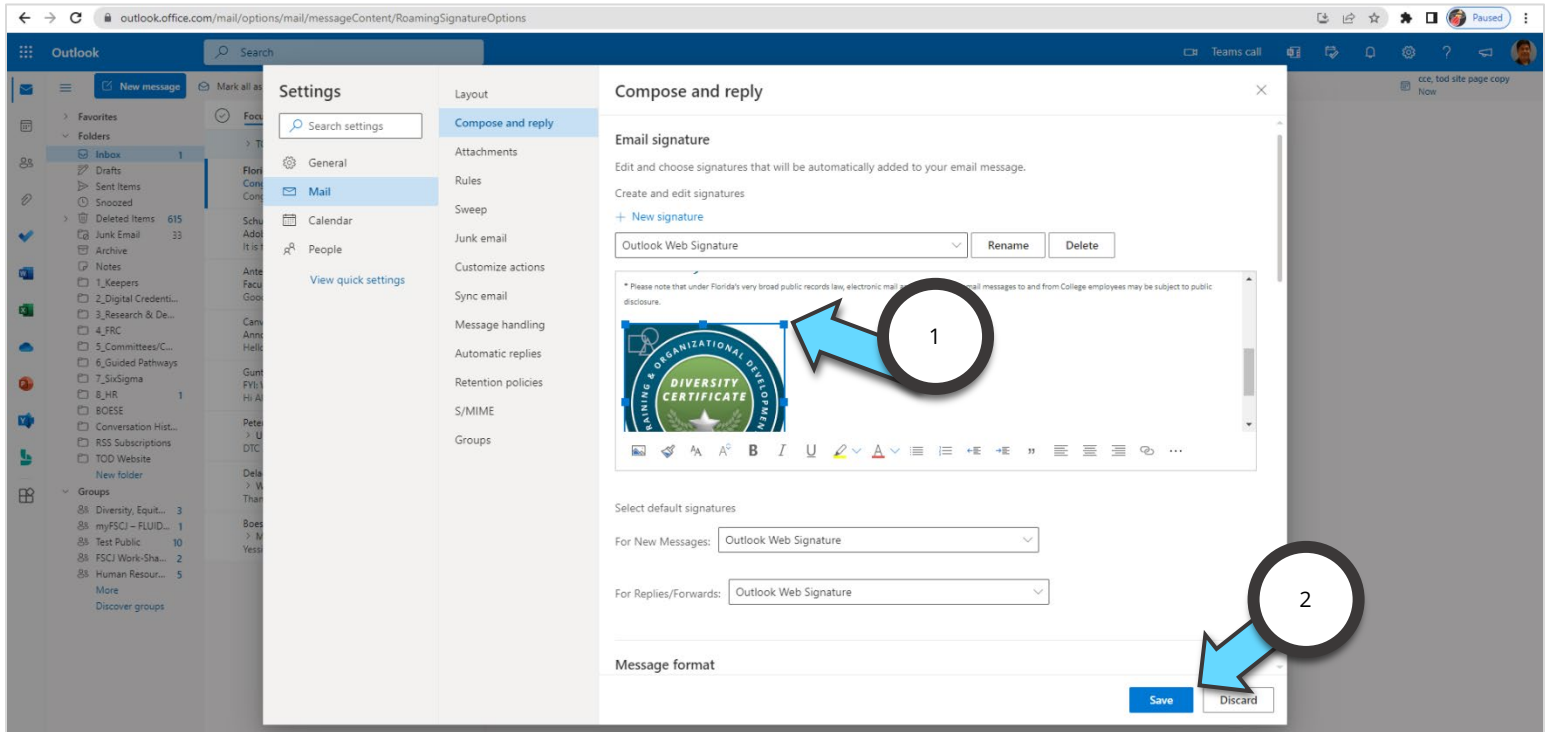


Step 5: Click the badge image to show the blue **scaling tool** to modify the size of the badge image (It will come in very large and may need to be modified) [1].



Step 6: Click the **right corner of the scaling tool** and drag it to the left so to scale the image down to the desired size [1].

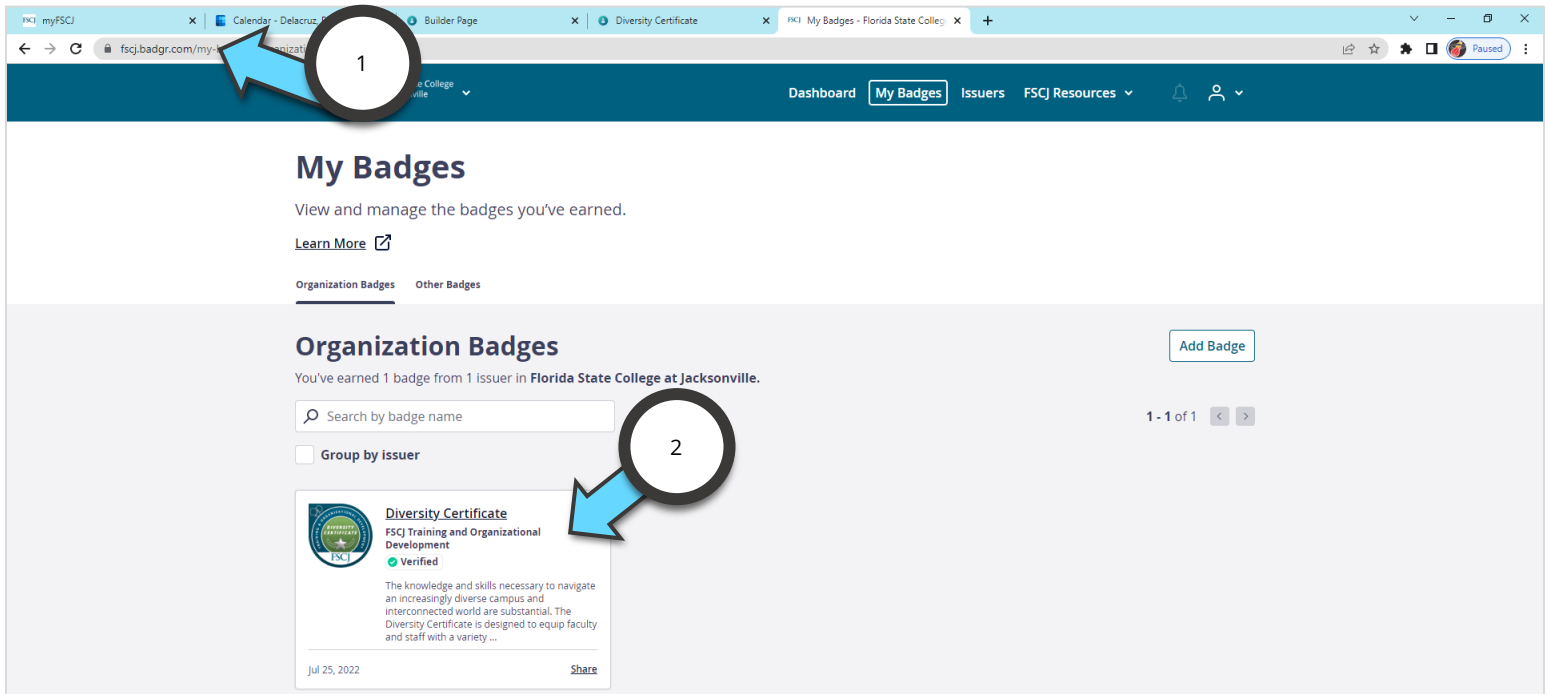
Lastly, click **Save** to inherit the changes to your email signature [2].



Make a Badge Verifiable within the Outlook Web Browser App

Beneficially, when someone sees your badge on your email signature, they can verify the certification for authenticity and also to learn more about what the certification comprises. To make the badge verifiable, follow these steps:

Step 1: Return to **fscj.badgr.com** [1]. Then, click on the desired **badge** needed for verification purposes [2].



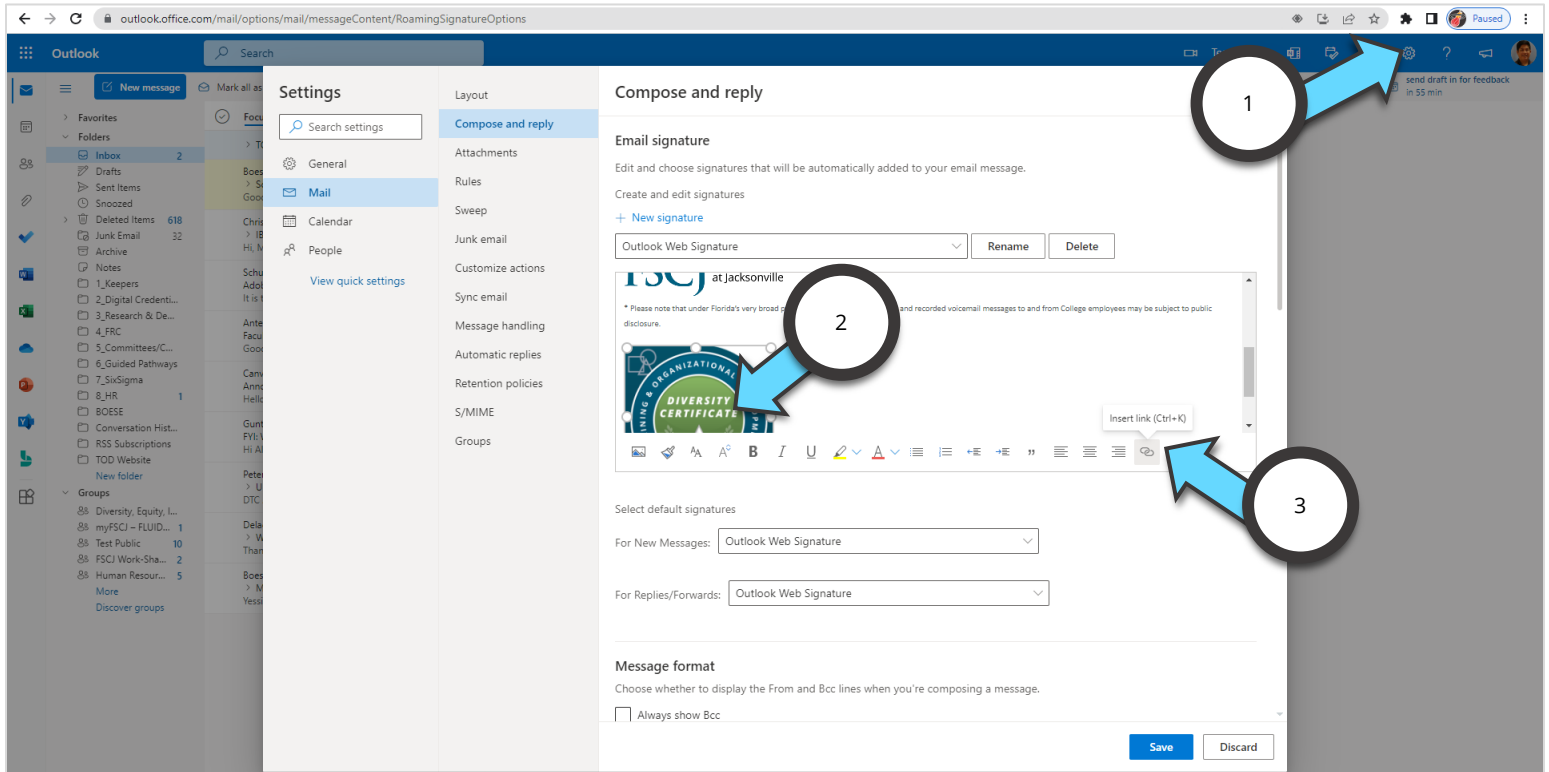
Step 2: Click the **3-dot Menu** at the far right [1]. Then, click **View public page** [2].

This screenshot shows the 'Diversity Certificate' page on the FSCJ Badgr system. The page header includes the FSCJ logo and navigation links like 'Dashboard', 'My Badges', 'Issuers', and 'FSCJ Resources'. The main content area displays the certificate details for Phillip Delacruz, awarded on July 25, 2022. A 'Share' button with a three-dot menu is located at the top right. A blue arrow labeled '1' points to this menu. Another blue arrow labeled '2' points to the 'View public page' option within the dropdown menu. Below the certificate details, there is a 'Badge Details' section with 'EARNING CRITERIA' and 'SKILLS' listed.

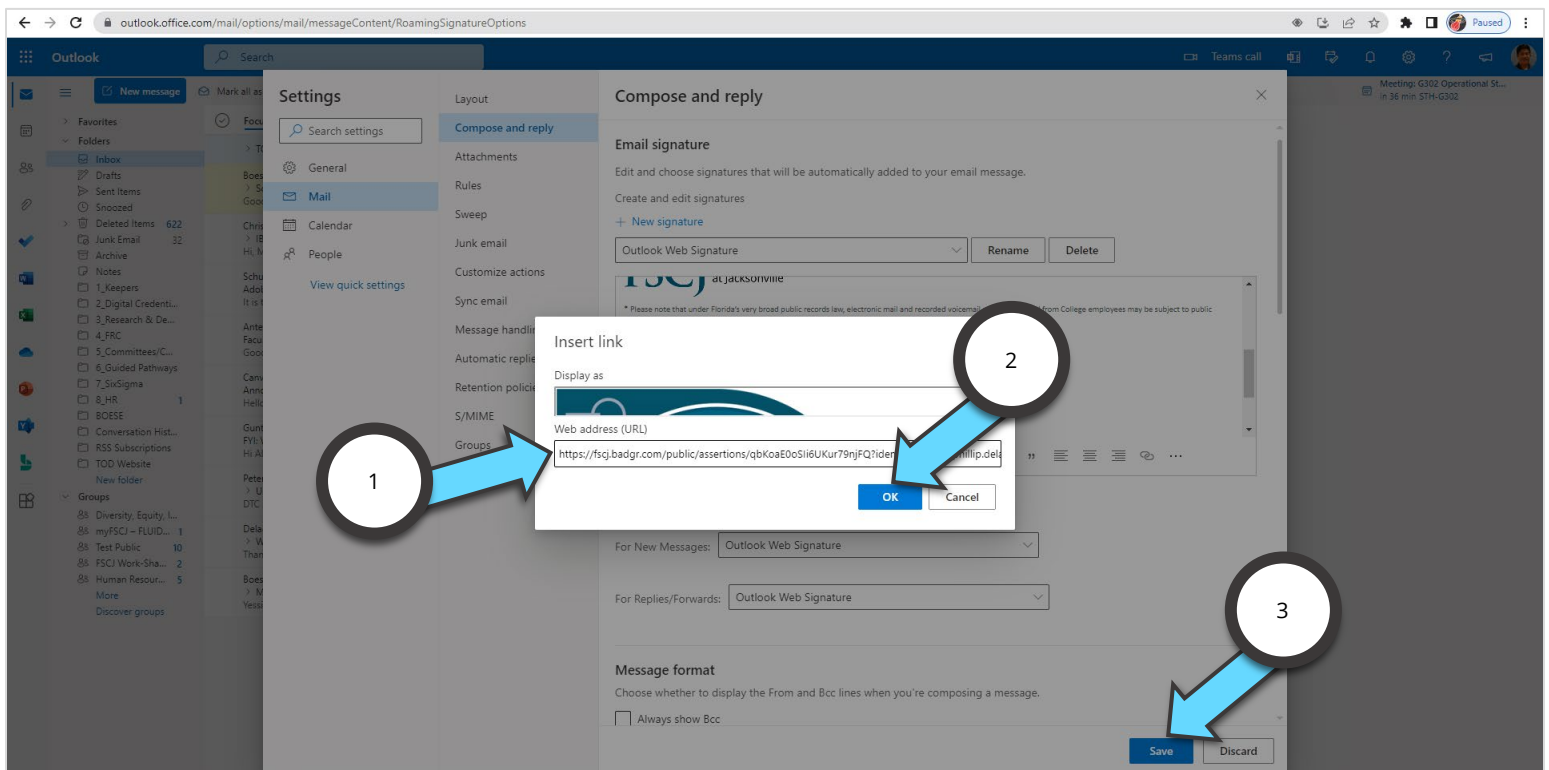
Step 3: Next, copy the public **URL at the top of the browser window**. To copy it, you can drag select your mouse cursor on the URL, right-click, then select "Copy." We will use this URL and link the email signature badge to it.

This screenshot shows the browser address bar with the public URL for the Diversity Certificate: fscj.badgr.com/public/assertions/qbKoaEOsli6UKur79njFQ?identity_email=phillip.delacruz@fscj.edu. A blue arrow labeled '1' points to the URL. Below the address bar, the page shows the 'Diversity Certificate' details, including the issuer 'FSCJ Training and Organizational Development' and a 'Verified' status. The 'EARNING CRITERIA' and 'SKILLS' sections are also visible.

Step 4: Return to your **email signature** (As explained, with the **gear icon**, in the previous section) [1]. Click / **select the badge image** [2]. Then, click the **Insert Link** button [3].

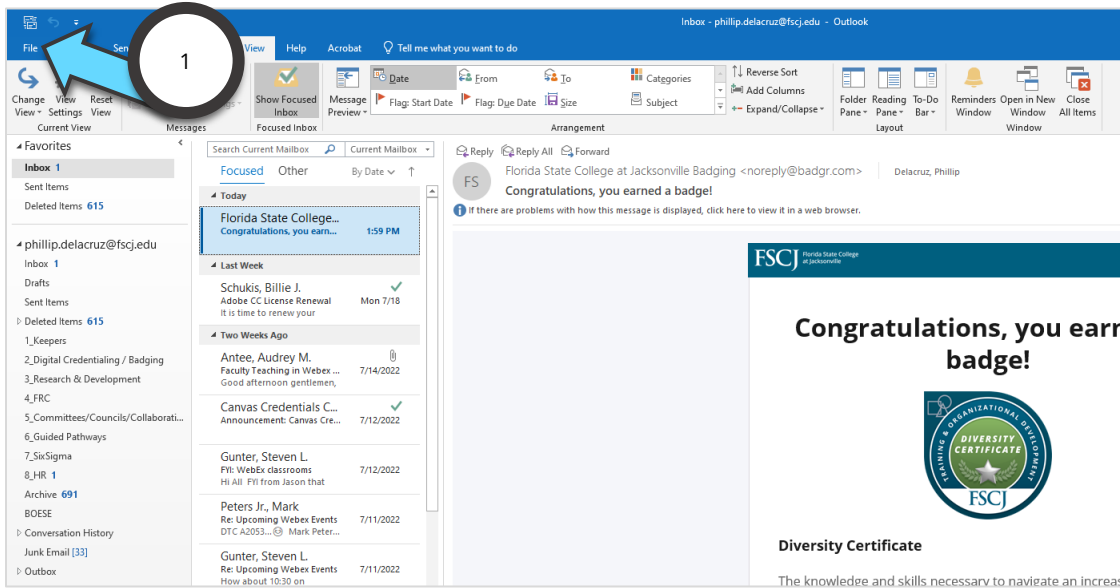


Step 5: Within the **Web address (URL)** field, paste the URL in the field [1]. To paste the URL, you can right-click in the field and select "Paste." Click **OK** once finished [2]. Lastly, click the **Save** button to inherit the changes [3]. With that completed, when someone clicks your badge, they will be taken to the official badge verification page.

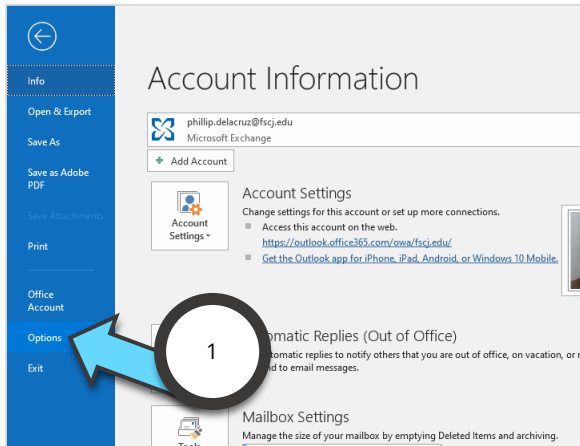


Badge Sharing on Outlook Email Signature Via Desktop App

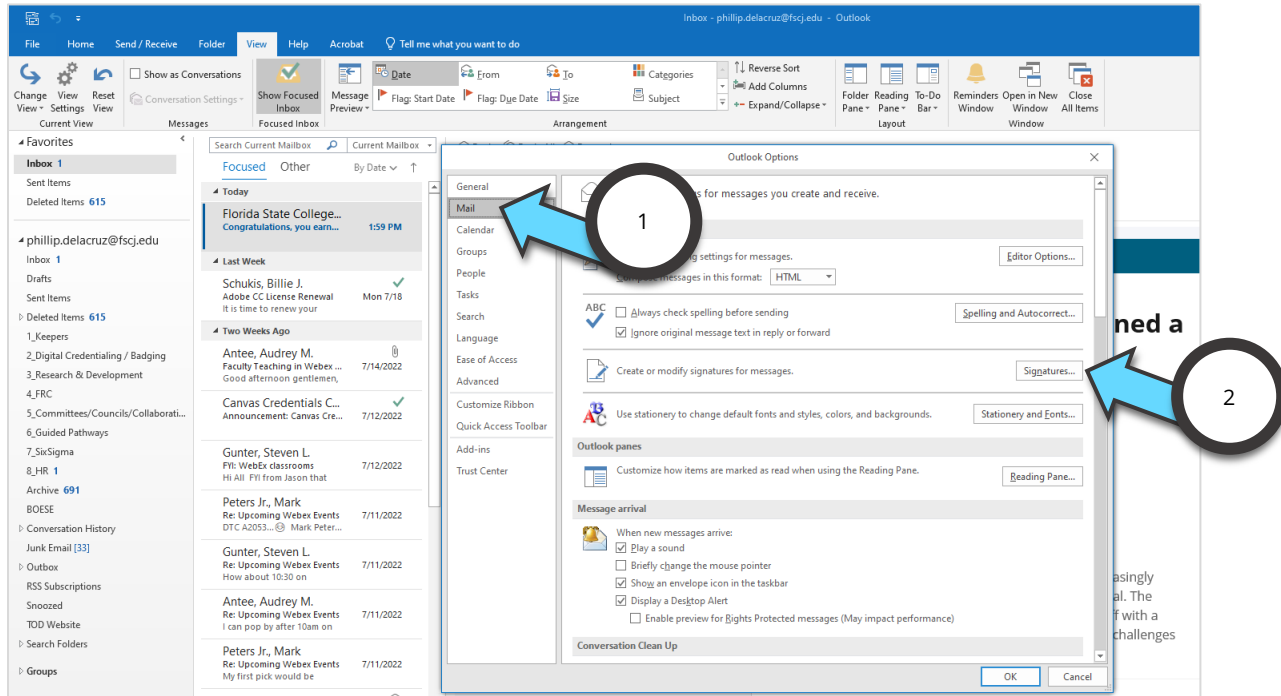
Step 1: Make sure you have downloaded the badge image / please refer to the **previous section's Step 1** to do so. Open your **Outlook Desktop App**. Click on the **File Menu** [1].



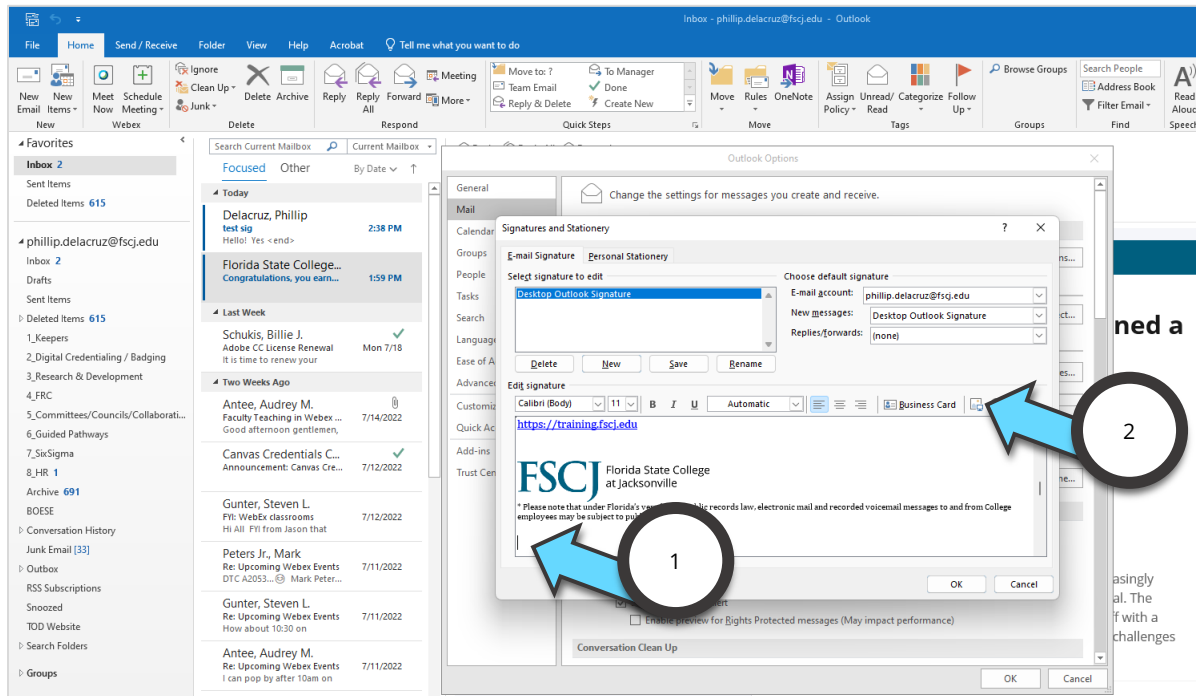
Step 2: Once in the File Menu, click **Options** [1].



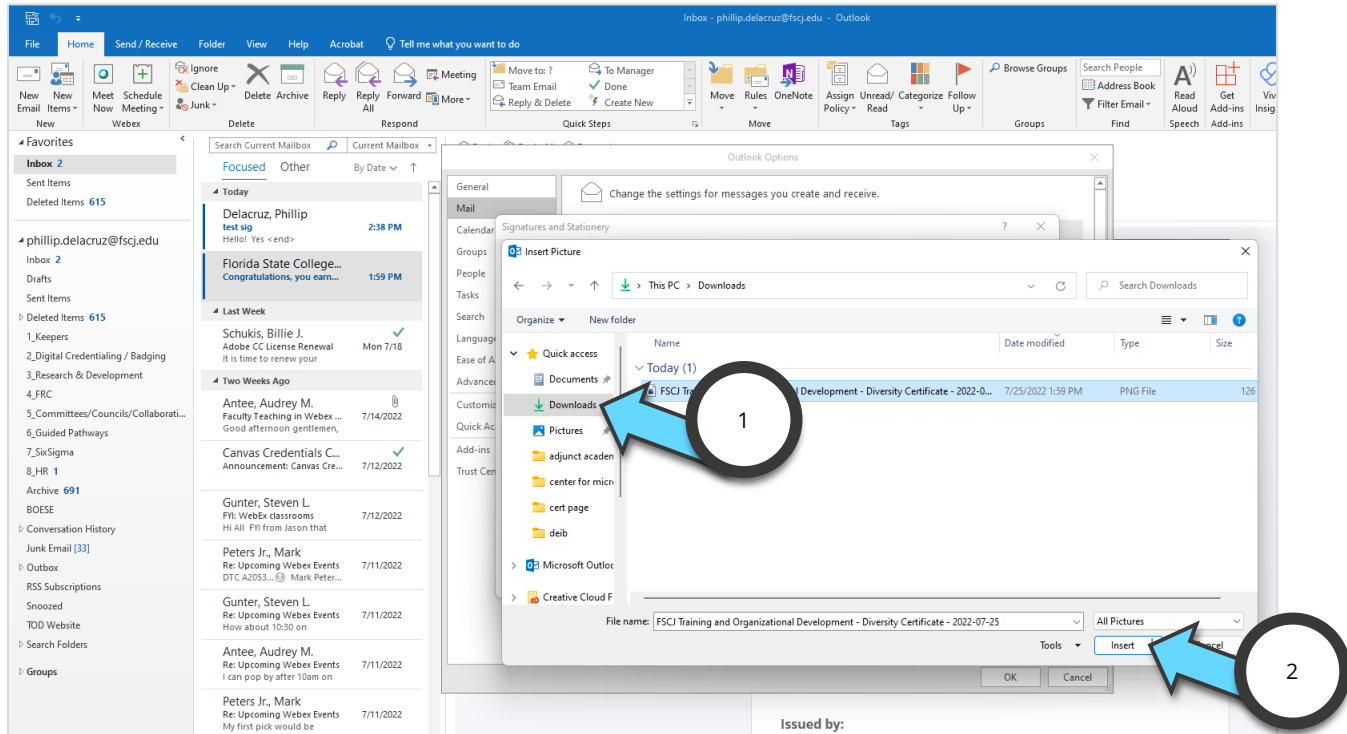
Step 3: In the Outlook Options panel, click **Mail** [1]. Then, click **Signatures** [2].



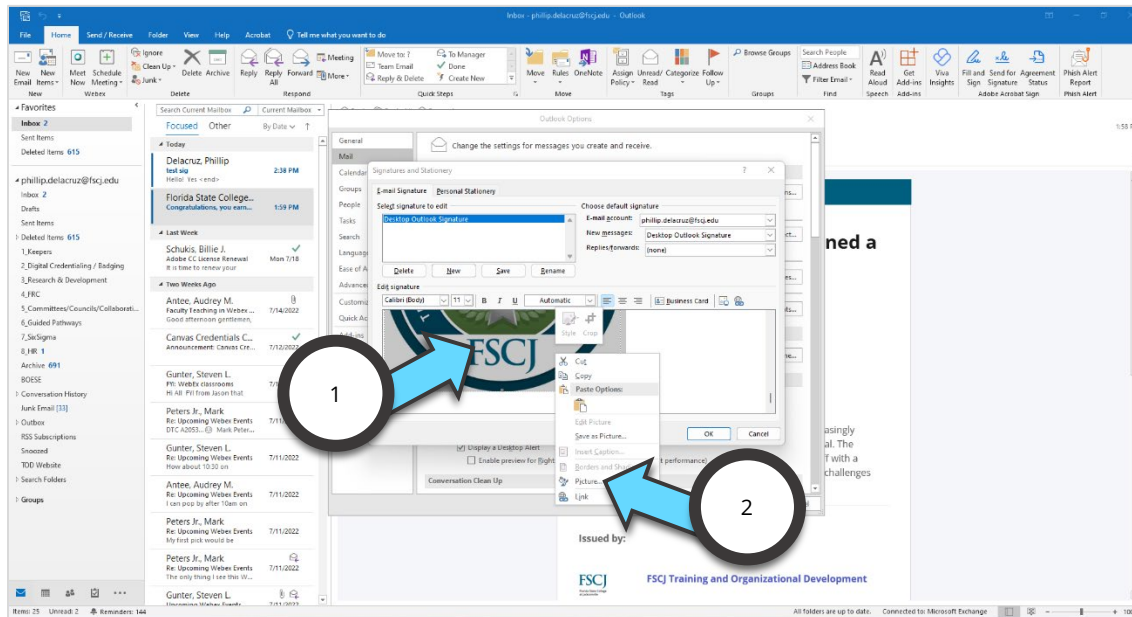
Step 4: Inside your signature field, click on the **location** of where you will place the badge image (In this example, after the fine print text) [1]. Then, click the **Insert Picture** button [2].



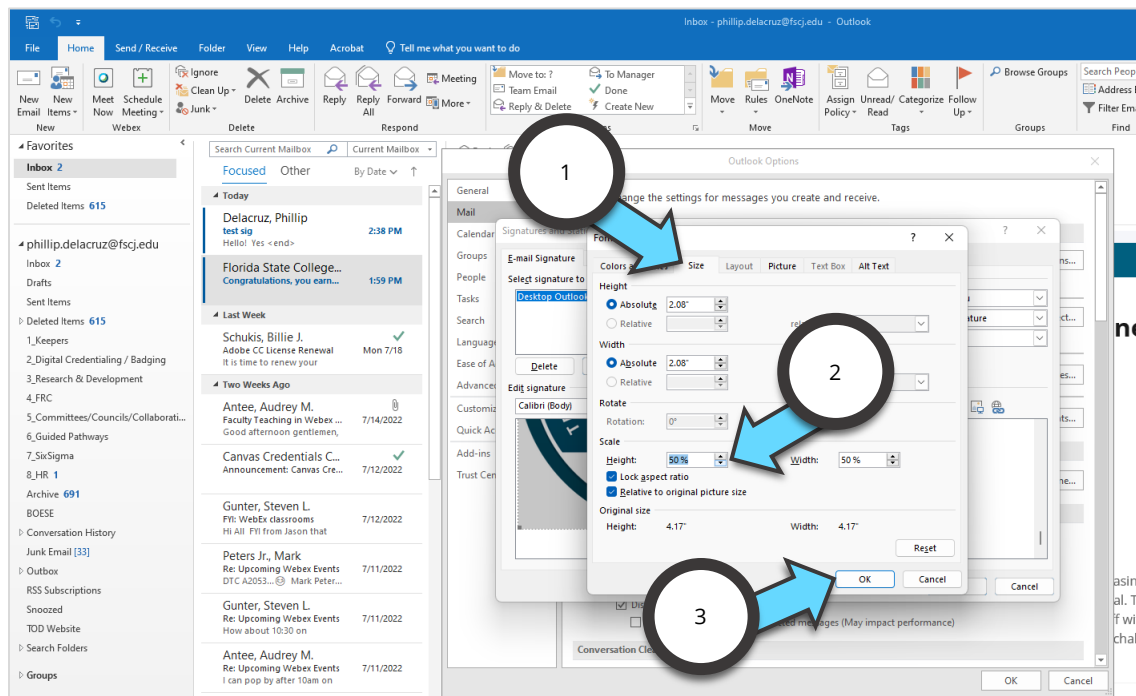
Step 5: Find the badge image that was saved to your computer priorly [1]. Click **Insert** to insert the image into your signature [2].



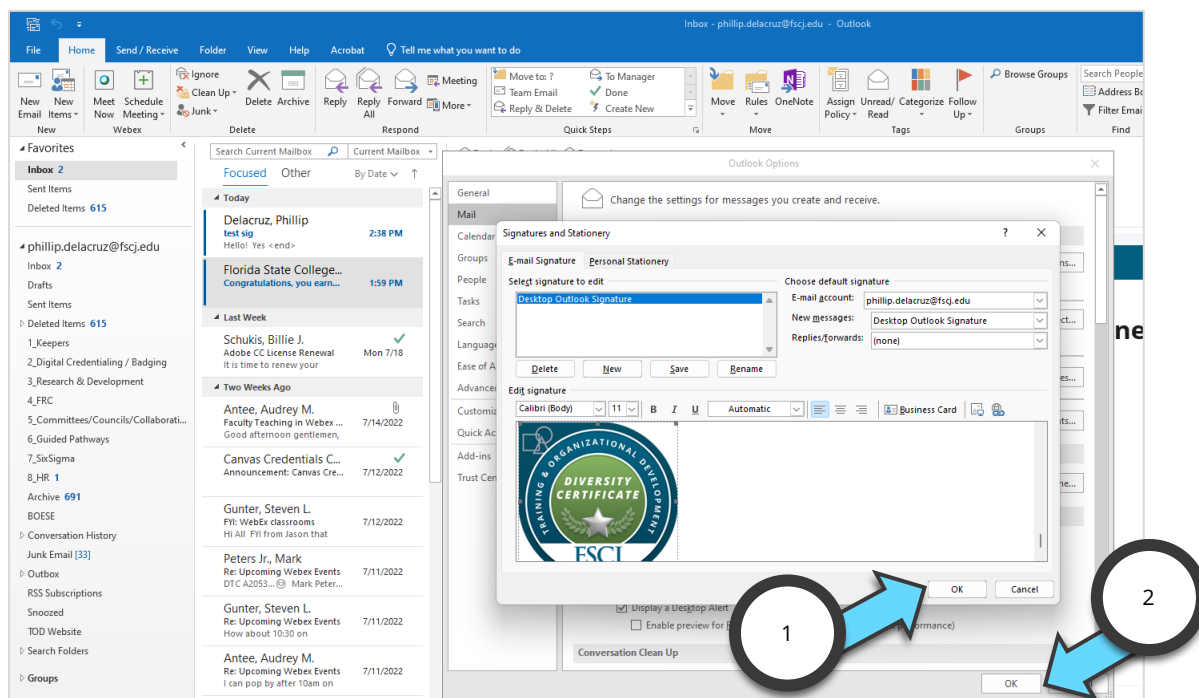
Step 6: Once the badge is placed inside the signature, **right-click** on top of the badge image to pull up the sizing options (The badge image comes in very large and may need to be modified [1]. On the pop-up menu, click **Picture** to access the sizing options [2].



Step 7: To resize the badge, click on the **Size** tab [1]. Then, reduce the **Height** to the desired size. Lastly, click **OK** to inherit the resizing [3].



Step 8: Click **OK** on the Signatures and Stationery Panel to inherit the changes made to your signature [1]. Lastly, click **OK** on the Outlook Options panel to complete the changes [2].

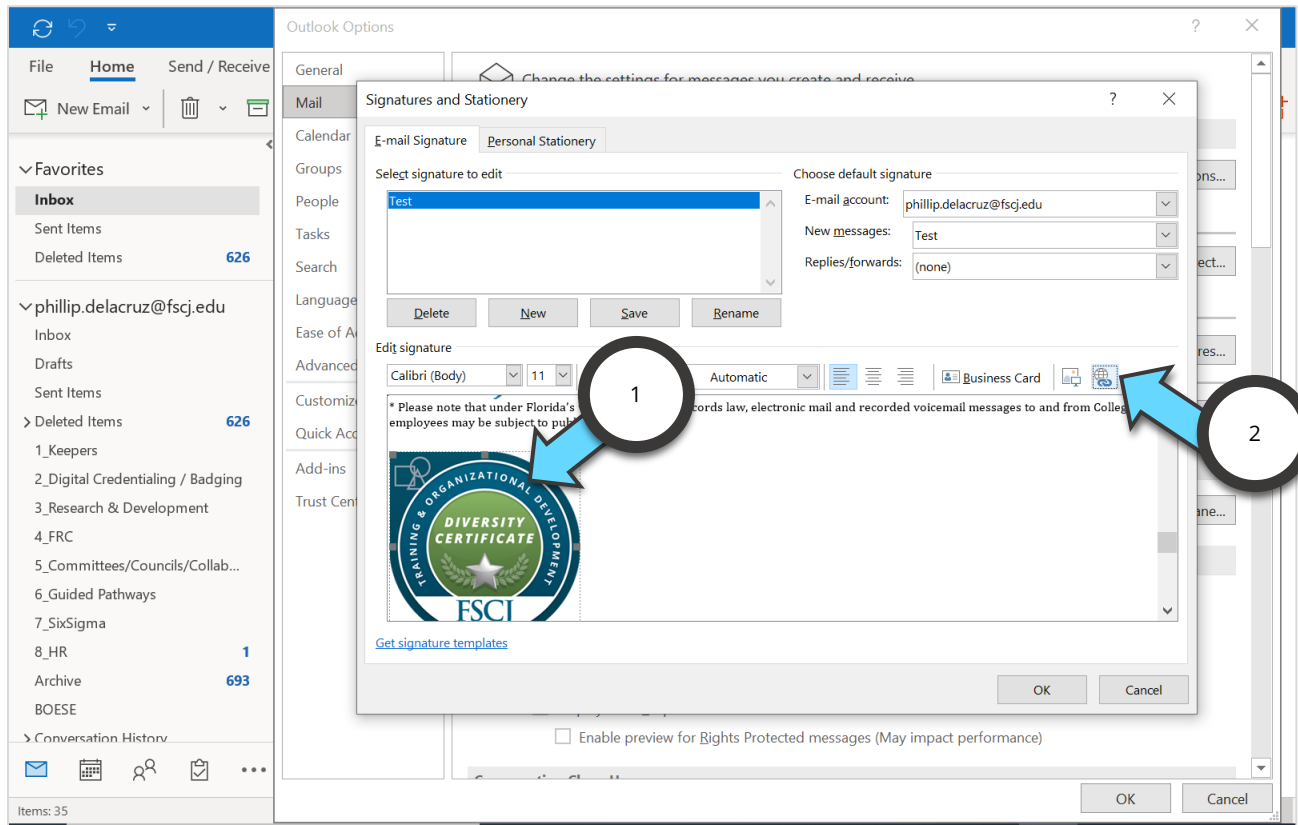


Make a Badge Verifiable within the Outlook Desktop App

We can also make the badge verifiable within the Desktop App. The process is like the priorly stated process under the “Make a Badge Verifiable within the Outlook Web Browser App” section.

Step 1: Go back to the “Make a Badge Verifiable within the Outlook Web Browser App” section and follow Steps 1, 2, and 3.

Step 2: Return to your Outlook Desktop App **email signature** (As explained in the previous section). Click / **select the badge** image [1]. Then, click the **Insert Link** button [2].



Step 3: Within the **Web address (URL) field**, paste the URL in the field [1]. To paste the URL, you can right-click in the field and select "Paste." Click **OK** once finished [2]. Lastly, click the **OK** buttons to close out the panels and inherit the changes [3]. With that completed, when someone clicks your badge, they will be taken to the official badge verification page.

