Adding your Digital Badge to your Gmail signature (Desktop version)

1. Click on either of the links provided in the BadgeCert digital badge claim email to view your digital badge. (Indicated by thin blue arrows below.)

| | 1. | | 1 | You ea | roed a digital badge from | National Apartment Association Educa | ation Institute (NAAD) - AA | esnage († 171. | L) (Read-O | Dety) DD - |
|--|---|--------------------------|---|---------|--|--|---------------------------------|----------------------|------------|--|
| File Message He | róp ADOBE PDF 🖓 Tell me w | hat you want to do | | | | | | | | |
| Signare Division Archive | Reply Reply Forward D More* | Maureen Marrier Email | → To Mariager ✓ Done ∲ Create New | | Move | Assign Mark Categorize Follow Policy - Unread | Pind Translate → Select - | A() Read Aloud | Q Zoom | Ener Ante: Separt |
| Deiete | Respond | Quick | Steps | - 5 | Move | Tegs 5 | Editing | Speech | Zoom | Prick Alert |
| Dear Elizabeth, | | | | | | | | | | |
| Constatulations! You an | e awarded the digital hades. CAM-SH | from National Anartm | nent Association E | duratie | vo institute (NAAED, Y | ur harlee can he shared electronic | ally with others via ema | il or social | media in . | order to demonstrate your arbievement. To view your Diaital Barlee, click http://brort.ma/do |
| | e une act ine allere earliet earliet | | | | and the second s | an analy an actual and a second and | | | | |
| a dealer was a set of | inkedin profile now! You may be pror | npted to sign in to Link | kedin. You will be | autom | itically asked to subm | it the following details to add your | badge: | | | |
| Add your credential to L | | | | | | | | | | |
| Certification name: | CAM-SH | | | | | | | | | |
| Add your credential to 1 Certification name: Certification authority: 1 | CAM-SH National Apartment Association Educ | ation Institute (NAAEI) | 1 | | | | | | | |
| Add your credential to Certification name: Certification authority: I Issuance date: | CAM-SH National Apartment Association Educ 03/25/2019 | ation Institute (NAAEI) | | | | | | | | |

2. Your digital badge and its corresponding URL will open on the BadgeCert website

| > O 🏠 https://bcert.me/bc/html/show-badge.html?b=Inv | /zzmcr | |
|--|--|---|
| | | S CERT |
| | | |
| Elizabeth Zolotukhina | CAM-SH - CE | RTIFIED BADGE |
| | Issued To | : Elizabeth Zolotukhina |
| APARTMENT ASSO | Position : Manager, Training & Certification | |
| | Company | : Manager, Training & Certification : National Apartment Association Education Institute (NAAEI) |
| | Elizabeth Zolotul | china : ABCD1234 |
| CERTIFIED APARTMENT | Issued By | : National Apartment Association Education Institute (NAAEI) |
| MANAGER | Location | : Arlington VA |
| SERCATION INSTITUTE | Issue Date | : 03/25/2019 |
| | Expiration Date | : 04/25/2019 |
| | Description | : Certified Apartment Manager - Student Housing |
| This badge is: http://bcert.me/sInvzzmcr | | |
| | | Login FAQ About Us Contact © 2017 BadgeCert Inc. |

3. Copy the badge URL (highlighted in the image below) to a blank Notepad or Word file. Save that file to your Desktop. You will need that URL later in this process.



4. Log into your Gmail account



5. Click the **Gear** icon in the top-right corner of your inbox and then select **Settings** from the dropdown menu.



6. From within the **General** tab, scroll down until you see the signature field.



7. Type the text of your signature into the text box shown in the previous step. Include the acronym of the NAAEI designation you've earned. An example is indicated with the thin blue arrow below:



8. Scroll to the bottom of Gmail's General tab and click "Save Changes." Keep this tab open in your browser.



- 9. Gmail **does not** support linking images. However, you *can* link text. Open the file with the digital badge URL that you created in step 3. Select that URL and copy it using Clt+C.
- 10. Go back to the Gmail signature field you created in step 7. Select your designation acronym and click on the "link" button. Both are indicated with thin blue arrows below.



11. An "Edit Link" pop-up box will appear. Select the "Web address" radio button. In the text box to its right, paste (by pressing Clt+V) the URL you copied from the file created in step 3 above. When finished, the filled-out text box should look as below:

| Edit Link | X | | | | | | |
|--|---|--|--|--|--|--|--|
| Text to display: CAM SH | 1 | | | | | | |
| Link to: • Web address • Email address | To what URL should this link go? http://bcert.me/slnvzzmcr Test this link Not sure what to put in the box? First, find the page on the web that you want to link to. (A search engine might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above. | | | | | | |
| 12 Click "Ok" | Cancel OK | | | | | | |
| Edit Link | | | | | | | |
| Text to display: CA | .M SH | | | | | | |
| Link to: | To what URL should this link go? | | | | | | |
| Web address | http://bcert.me/slnvzzmcr | | | | | | |
| Email address | <u>Test this link</u> | | | | | | |
| | Not sure what to put in the box? First, find the page on the web that you want to | | | | | | |

Not sure what to put in the box? First, find the page on the web that you want to link to. (A <u>search engine</u> might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.



13. Your designation acronym will appear as a link in your signature.



14. When you're satisfied with the text of your email signature, scroll to the bottom of Gmail's General tab and click "Save Changes."



15. When you open a new email, you'll see that your designation acronym is hyperlinked.



16. When someone clicks on that hyperlink, they'll see the details associated with your digital badge.

