



INSTRUCTIONS FOR SHARING VIA EMAIL

PLEASE NOTE: The following instructions are provided for Gmail accounts, however can be applied to other email providers such as MS Outlook or webmail. Each service provider may be slightly different, however if you need help please contact us via email at info@eventleadershipinstitute.com.

STEP 1:

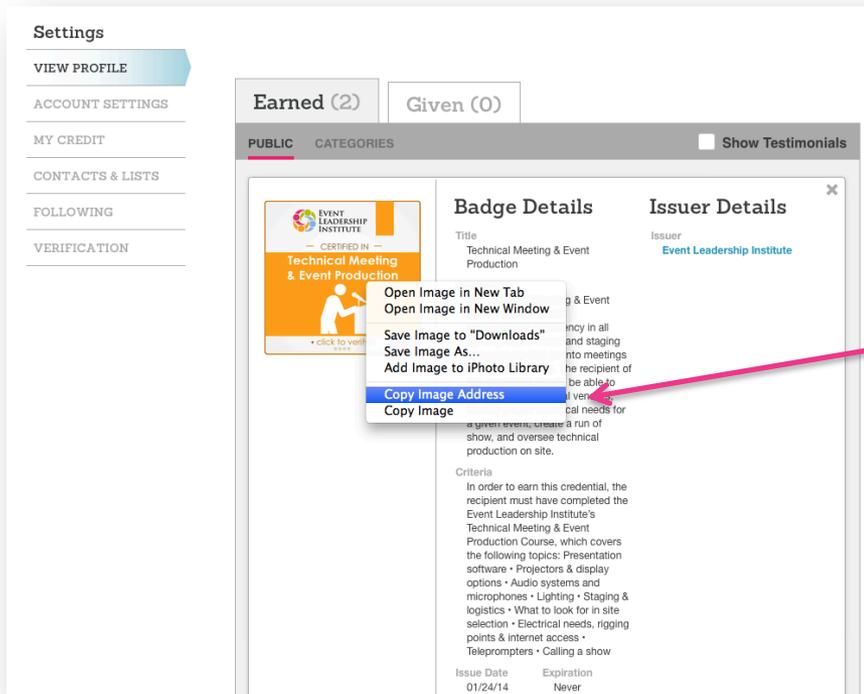
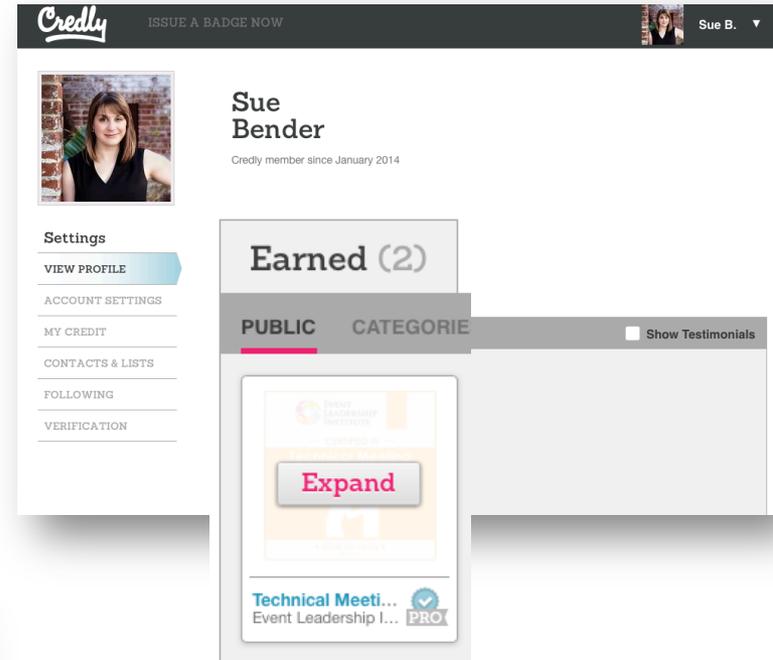
Login to your Credly account and click on the **VIEW PROFILE** page



A screenshot of a Credly user profile page. The header includes the Credly logo, a link to "ISSUE A BADGE NOW", and a user profile picture with the name "Sue B.". The main content area shows a profile picture of Sue Bender, her name "Sue Bender", and "Credly member since January 2014". Below this is a navigation menu with "VIEW PROFILE" highlighted in blue. To the right, there are tabs for "Earned (2)" and "Given (0)". Under "Earned (2)", there is a badge for "CERTIFIED IN Technical Meeting & Event Production" with a "click to verify" link. Below the badge is a "Technical Meet... Event Leadership L... PRO" badge with a checkmark icon. At the top right of the main content area, there is a "Show Testimonials" toggle switch.

STEP 2:

Hover over the image of the credential and then click on the button marked **EXPAND**.

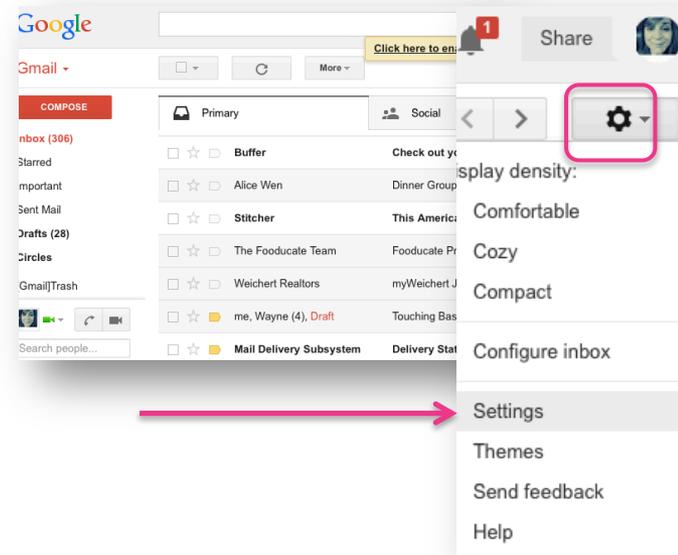


STEP 3:

Right click on the image of the credential and select **COPY IMAGE ADDRESS** or **COPY IMAGE URL**

STEP 4:

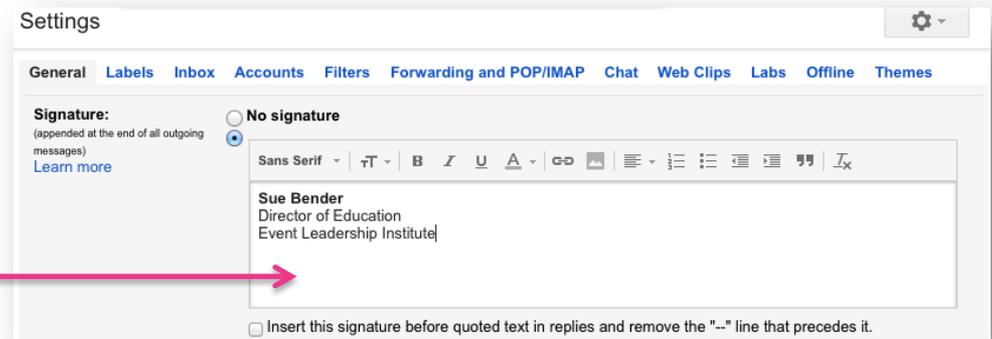
Go to your email program (we're using GMAIL in this example) and click on the settings icon.



STEP 5:

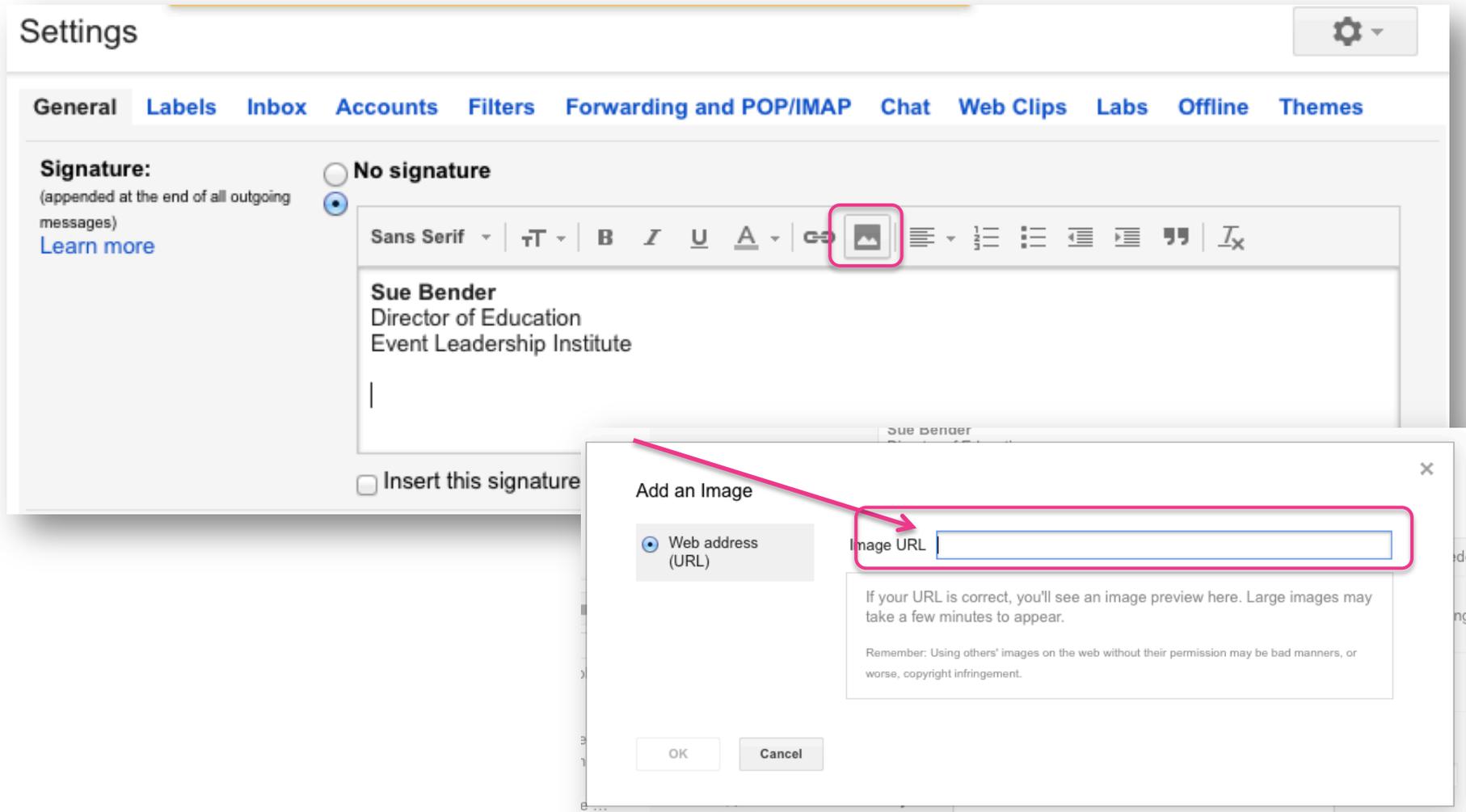
Go to your email program (we're using GMAIL in this example) and click on the settings icon. Scroll down under the **GENERAL tab** until you see **SIGNATURE**.

If blank, feel free to enter your name, title and contact information here. Click into the area of where you would like to place your credential.



STEP 6:

Click on the insert image icon and then paste the URL in the field provided.



The screenshot displays the Outlook 'Settings' window, specifically the 'Signature' section. The 'Signature' tab is active, showing a signature for 'Sue Bender' with the title 'Director of Education' and 'Event Leadership Institute'. A red box highlights the 'Insert Image' icon in the signature editor's toolbar. Below the signature, there is an unchecked checkbox labeled 'Insert this signature'. In the foreground, the 'Add an Image' dialog box is open, with a red arrow pointing from the 'Insert Image' icon to the 'Image URL' text box. The dialog box has a radio button selected for 'Web address (URL)'. Below the text box, there is instructional text: 'If your URL is correct, you'll see an image preview here. Large images may take a few minutes to appear.' and a reminder: 'Remember: Using others' images on the web without their permission may be bad manners, or worse, copyright infringement.' The dialog box includes 'OK' and 'Cancel' buttons at the bottom.

Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes

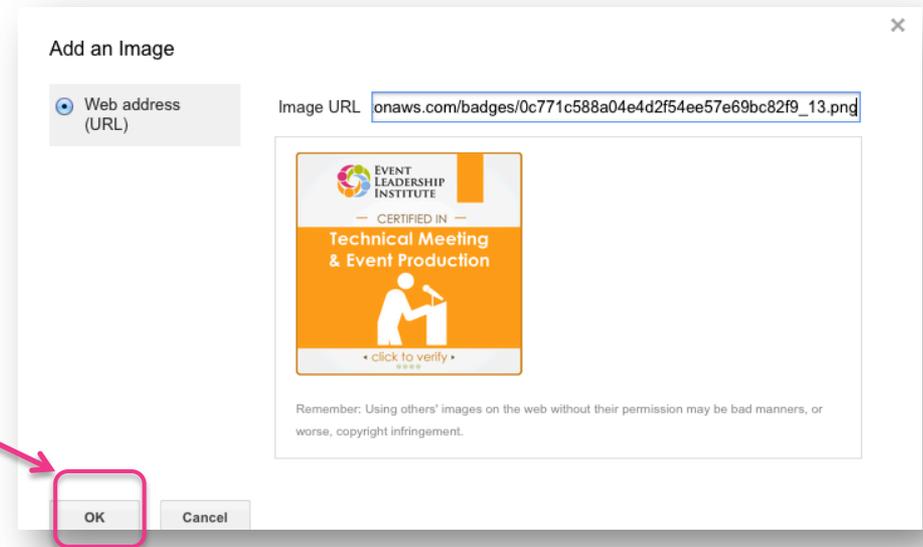
Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

Sans Serif | T | B | I | U | A |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

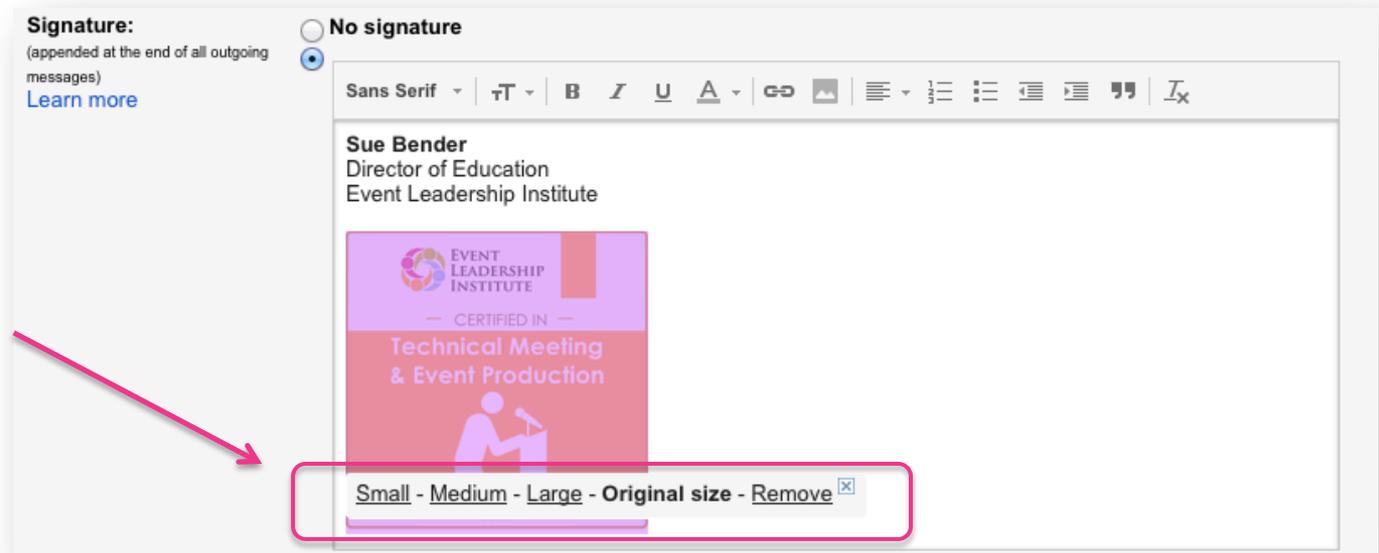
STEP 7:

After pasting the link into the field the image of the credential will appear. Click OK.



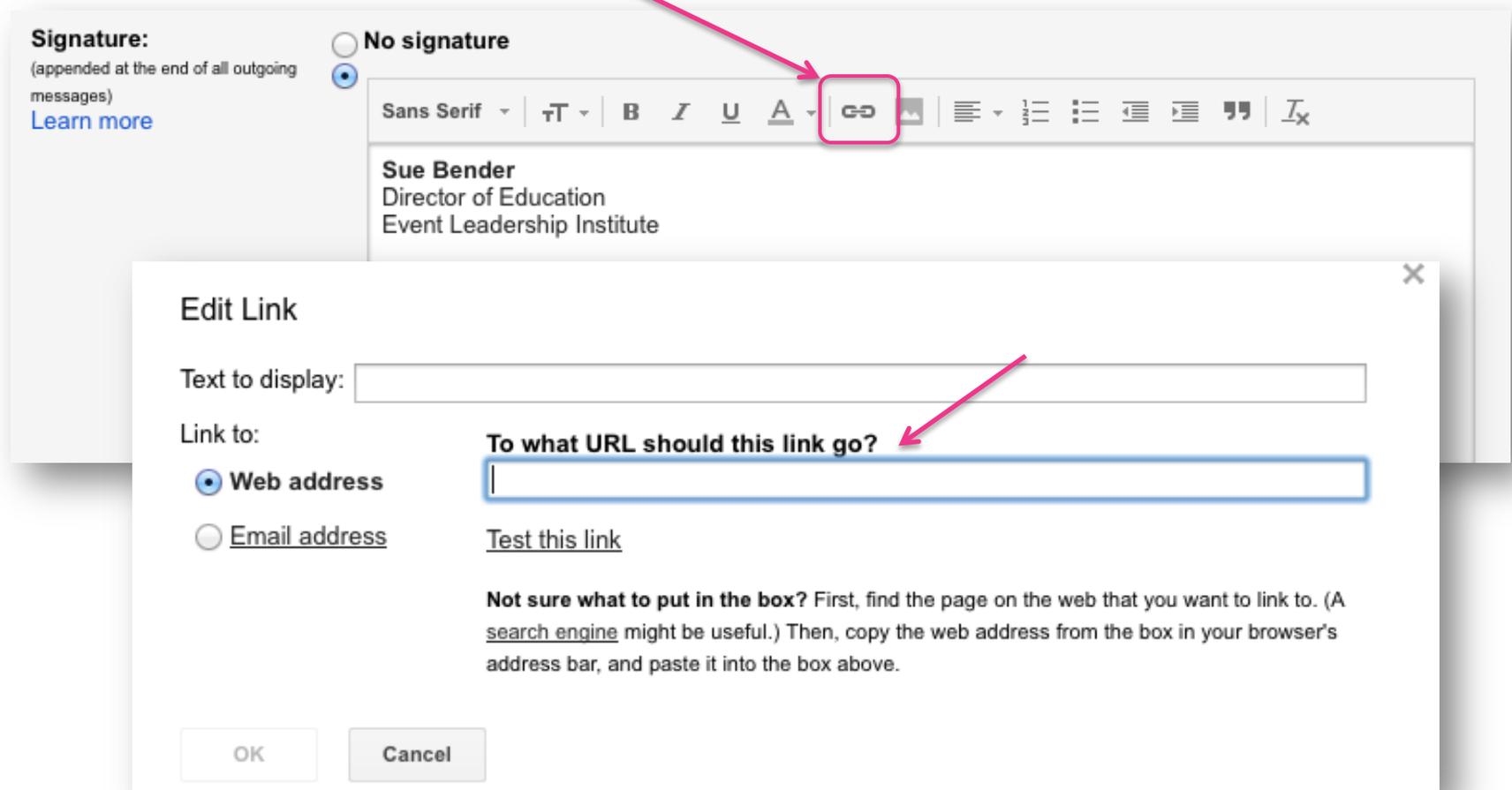
STEP 8:

To resize, highlight the image and you will see a selection of small, medium or large to choose from. We recommend medium or small for optimal viewing.



STEP 9:

To hyperlink the image to the Event Leadership Institute's verification page which provides details regarding your achievements, highlight the image again and click on the HYPERLINK icon.



Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

Sans Serif | T | B | I | U | A | **GO** | [Image icon] | [List icon]

Sue Bender
Director of Education
Event Leadership Institute

Edit Link [Close]

Text to display: [Text box]

Link to:

Web address

Email address

To what URL should this link go? [URL box]

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.

OK Cancel

STEP 10:

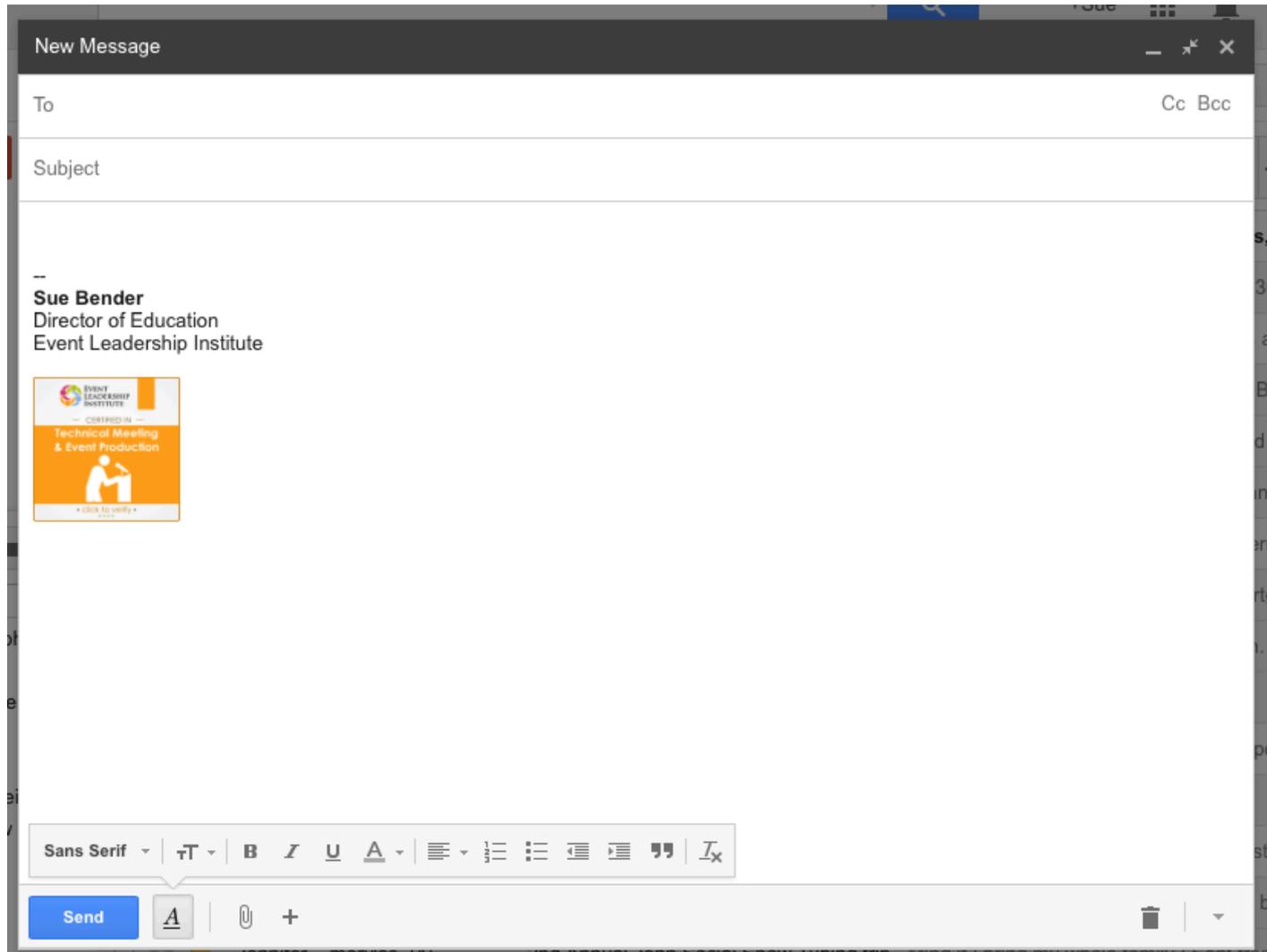
Grab the URL from the ELI verification page and paste into the form field.

The screenshot shows a web browser window with the URL `www.eventleadershipinstitute.com/badges.aspx?bid=79242` highlighted in the address bar. Below the browser, an "Edit Link" dialog box is open. The "Text to display:" field is empty, and a pink arrow points from the highlighted URL in the browser to this field. The "Link to:" section has the "Web address" radio button selected, and a sub-label "To what URL should this link go?" points to the input field. The background page shows the Event Leadership Institute logo and a badge for "Technical Meeting & Event Production" issued to Sue Bender.

FRIENDLY REMINDER – Be sure to click **SAVE CHANGES** in Gmail or other email application so that your edits will remain.

STEP 11:

COMPOSE a new email to verify that your signature is how you would like it to appear.



The screenshot shows an email composition window titled "New Message". The "To" field is empty, and the "Subject" field is also empty. The "Cc" and "Bcc" fields are visible on the right. The email body contains a signature for Sue Bender, Director of Education at Event Leadership Institute. Below the signature is a logo for Event Leadership Institute, which is certified in Technical Meeting & Event Production. The logo includes the text "EVENT LEADERSHIP INSTITUTE", "CERTIFIED IN", "Technical Meeting & Event Production", and "click to verify". At the bottom of the window, there is a rich text editor toolbar with options for font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, increase indent, quote, and link. Below the toolbar is a "Send" button and a plus sign for additional options.