

Documentation:

Adding An Email Badge Image to Your Email Signature

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Gmail

1. Open your Gmail account.
2. On the top right hand side there is a small 'wheel' graphic for your settings that you need to click.
3. Select 'Mail settings' from the drop down menu that appears.
4. Scroll down to the 'Signature' section.
5. Select the radio button next to the text editor in the 'Signature' section.
6. Using the text editor click the 'Insert Image' icon.
7. A new pop-up window will appear. Paste in the full image URL as provided.
8. Click the OK button.
9. The image will now appear in your text editor. Click on the image in your editor to select it.
10. Next, using the text editor, click the 'Link' icon, and a new pop-up window will appear!
11. Insert the URL to your page as provided to you, and then click the OK button to close the pop-up.
12. Scroll down to the bottom of the screen, and select the 'Save Changes' button.

Outlook

Before beginning you will need to save a copy of the badge image to your computer. Right-Click on the image provided to you, and select “Save As” or “Save Image As” from the list of options in the drop-down to save the image.

1. Open Outlook.
2. From the 'Tools' drop down menu, select the 'Options' link, and a pop-up window will appear
3. Select the 'Mail Format' tab.
4. Click the 'Signatures' button, and a new pop-up window will open.
5. Click the 'New' button, and a pop-up window will open.
6. Give your signature a name, and click OK. You will be returned to the previous pop-up window.
7. Click the 'Picture' icon on the right hand side of the text editor
8. Browse for your image, click the 'Insert' button, and your image will then appear in the editor.
9. Select your image, if it is not already selected.
10. Click the 'Insert Hyperlink' icon on the right hand side of the text editor, and a small pop-up window will open.
11. In the 'Address' field near the bottom copy and paste the provided URL to your page. Click OK.
12. Click OK in the text editor window.
13. Click OK for the options window.

Hotmail

In Hotmail in order to create the badge image linking to your page, you will need to modify the HTML code listed below inserting the provided page URL where it currently shows <http://www.google.com> as an example. You then need to replace the image URL where it currently lists http://main.diabetes.org/images/tour/2011/SupportMe_badge.jpg with the provided image URL.

HTML code sample:

```
<a href="http://www.google.com">  
  
</a>
```

To add an image to your email signature in Hotmail

1. Open your Hotmail account.
2. Under the heading 'Hotmail highlights' select 'Options'.
3. On left hand side, under the heading 'Show Options for' select the 'Hotmail' link.
4. On the left in the second column, under the subheading 'Writing email' select the 'Personal email signature' link.
5. A text editor will appear, and on the right hand side of the editor click the 'Rich Text' link.
6. Select 'Edit in HTML' from the drop down menu (note: the editor will grey out, but is still functional).
7. Paste in the source code for your image and link.
8. Scroll down to the bottom of the screen, and select the 'Save' button.
9. On the left in the second column, under the subheading 'Writing email' select the 'Personal email signature' link.
10. A text editor will appear with your image and it will be linked. Scroll down to the bottom of the screen, and select the 'Save' button.

AOL Mail

***Note: In AOL Mail your link will appear above the image badge. The image itself will not be linked.**

In one window or tab:

1. Right-click on the provide email badge image, and select 'View Image' or similar option (varies depending on your browser)
3. Only the image will load in a new window or tab. Press Ctrl+A to select the image (Command+A if using a Mac).
6. Copy the image by then pressing Ctrl+C (Command+C if using a Mac).

Open a new window or tab separate from the window or tab with the image above, and do the following:

1. Open your AOL mail account
2. On the right hand side between the links 'Themes' and 'Help' click on the 'Settings' link.
5. On left hand side, below the 'Back to Mail' button select the 'Compose' link.
8. Under the 'Signature' heading, click on the 'No Signature' button.
9. Select 'Use Signature' from the drop down menu, and an editor will appear.
11. In the editor, to the right, click the 'Link' icon, and then a pop-up window will appear.
13. Enter the provided URL to your page as the web address you would like to link to. Click OK.
15. In the text area paste your image from the first browser window by pressing Ctrl+V (Command+V if using a Mac).
16. Now scroll down to the bottom of the screen, and select the 'Save' button.

Yahoo Mail

In one window or tab:

1. Right-click on the provide email badge image, and select 'View Image' or similar option (varies depending on your browser)
3. Only the image will load in a new window or tab. Press Ctrl+A to select the image (Command+A if using a Mac).
6. Copy the image by then pressing Ctrl+C (Command+C if using a Mac).

Now in a second window

1. Open your Yahoo mail account, and on the right side select the 'Options' link.
4. Select 'Mail Options' from the drop down menu that appears.
6. On left side, select the heading 'Signature'.
9. Select the radio button 'Show a Signature on all outgoing messages'.
10. To the right, on the text editor, click the 'Rich Text' link, and the editor interface will change.
12. In the text area paste your image from the first browser window by pressing Ctrl+V (Command+V if using a Mac).
13. Above the 'Signature' heading select the 'Save Changes' button.
15. Now, select your image in the editor, and click on the 'Link' icon in the editor toolbar.
18. Add in the provided URL to your page in the pop-up window that appears. Click OK.
20. Now, above the 'Signature' heading select the 'Save Changes' button.