

How To Share Your Digital Badge By Email

How To Send Your Digital Badge By Email

1. Please note that before you add your digital badge to your email signature, you will first have to download the image for your badge.
2. Click the **Email** icon. Fill out the necessary fields. Click the **Send** button.

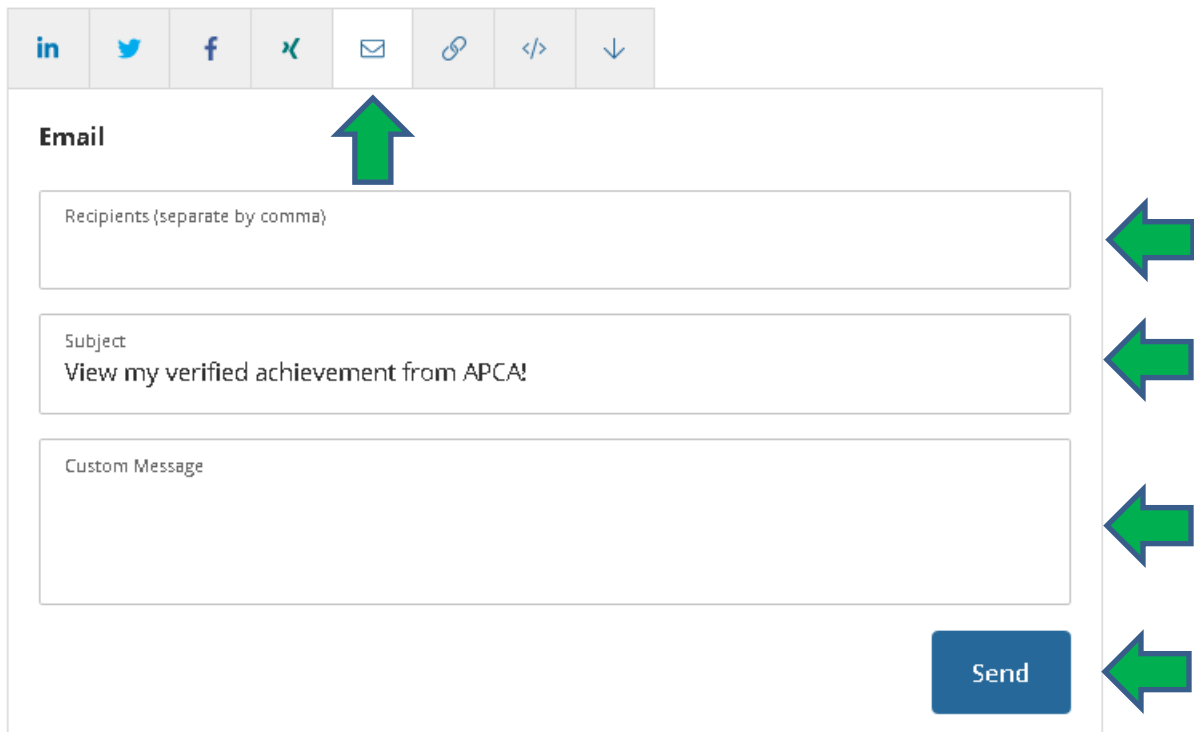
Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Registered Physician in Vascular Interpretation (RPVI)

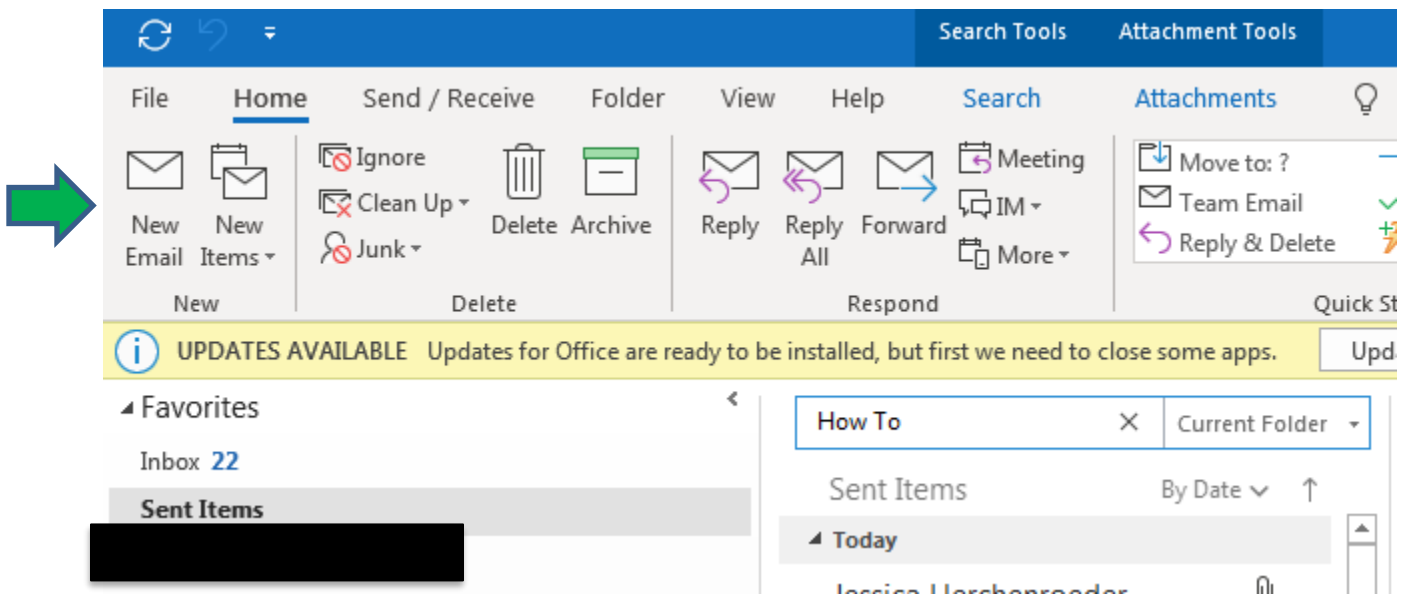
Issued By [APCA](#)

The screenshot shows a social sharing toolbar with icons for LinkedIn, Twitter, Facebook, Print, Email, Link, Code, and Download. Below the toolbar is an "Email" form. A green arrow points to the Email icon in the toolbar. The form contains three input fields: "Recipients (separate by comma)", "Subject" (with the pre-filled text "View my verified achievement from APCA!"), and "Custom Message". A "Send" button is located at the bottom right of the form. Four green arrows on the right side of the form point to the recipient field, subject field, custom message field, and the Send button.

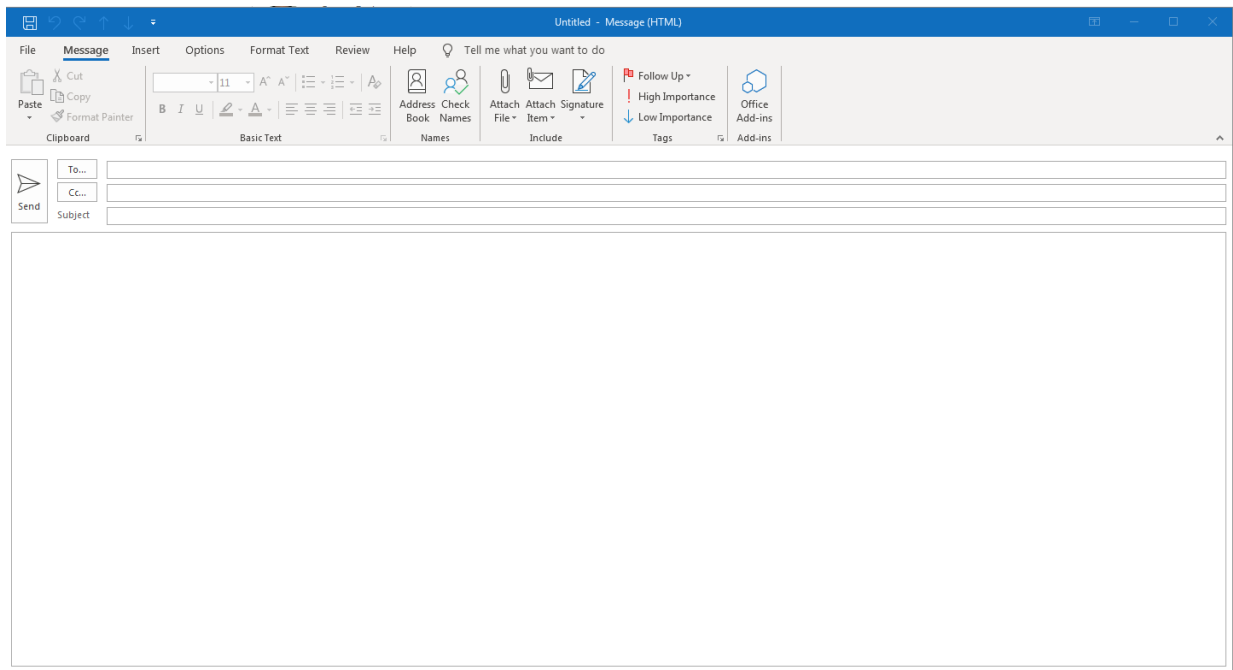
[View badge in dashboard](#)

How To Add Your Digital Badge To Your Email Signature

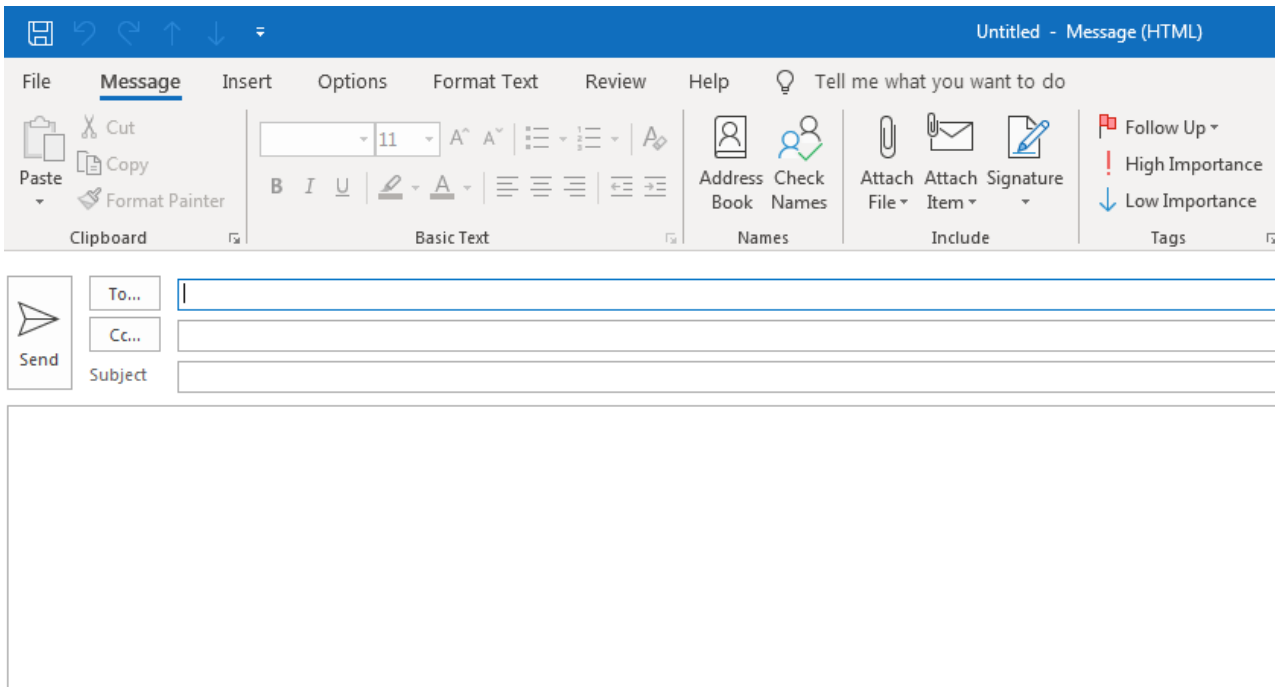
1. Open your email application (this example uses Outlook). Then click on **New Email** in the upper left-hand corner.



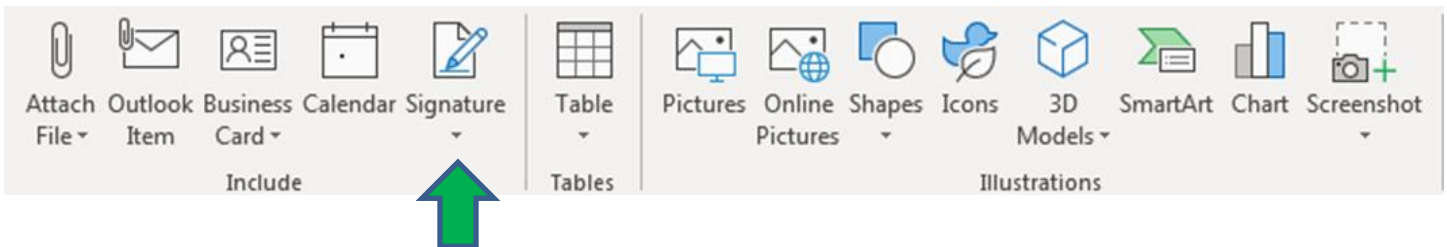
2. Once you click the **New Email** button, a new email screen will appear in another window.



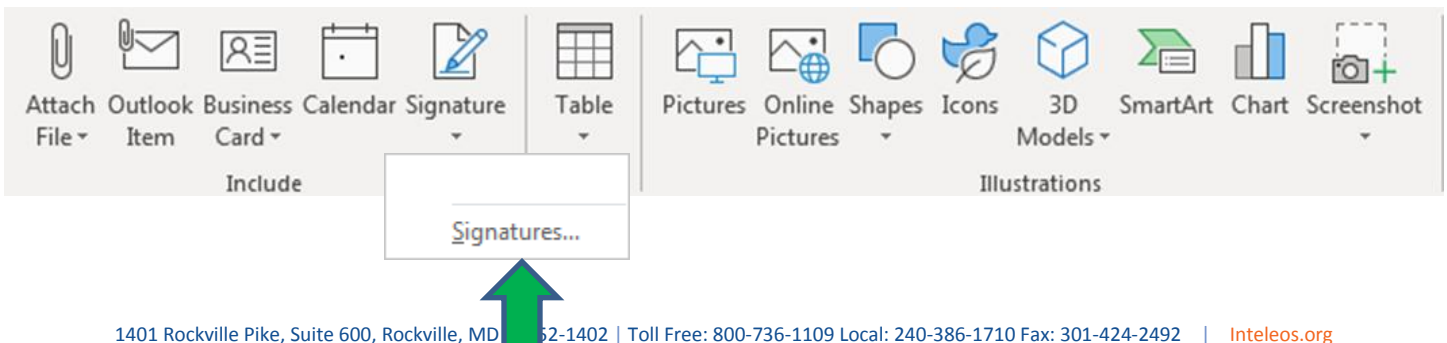
3. Click **Insert** in the upper left-hand corner.



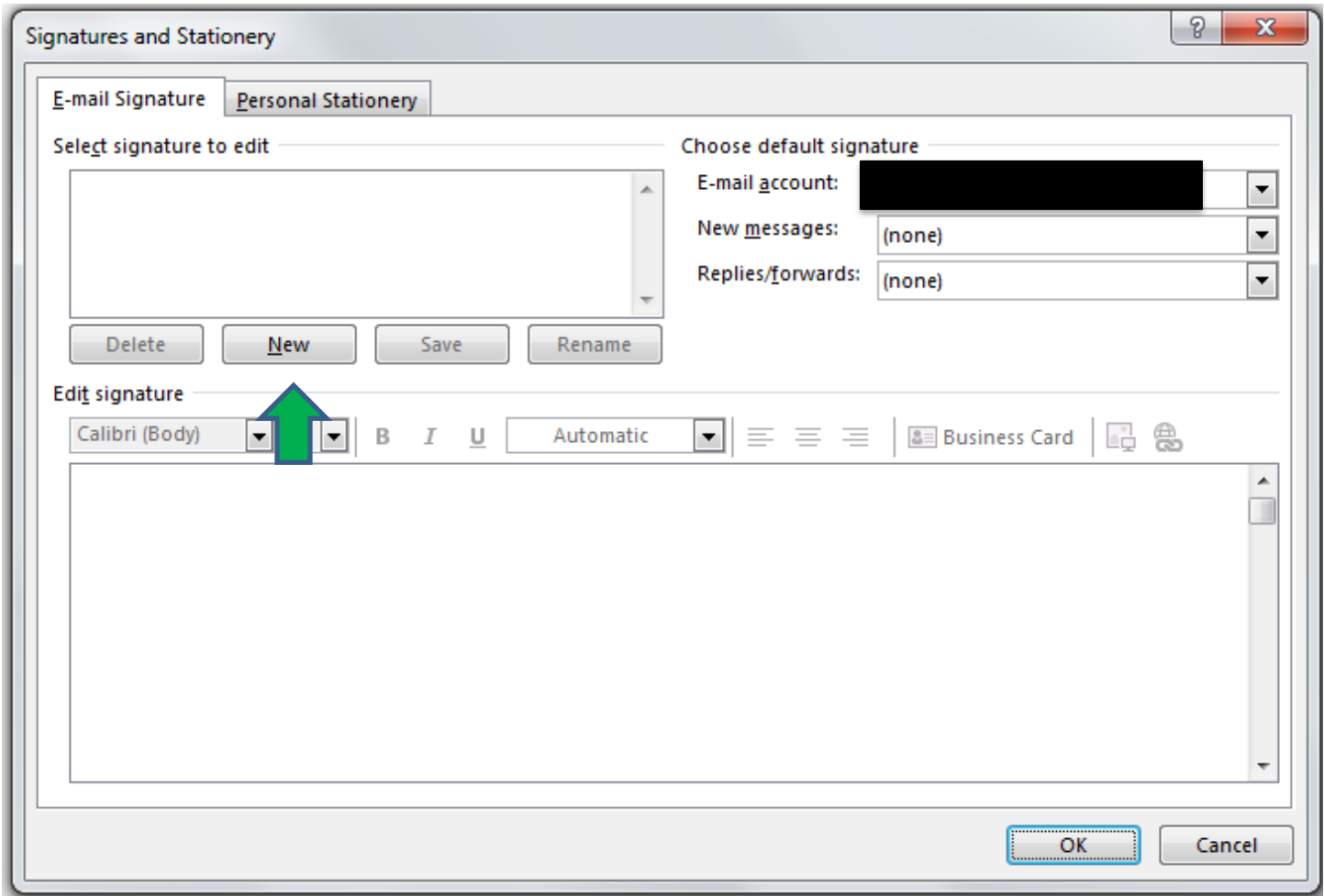
4. The insert menu will appear, click on the **Signature** option



5. Once you click on the **Signature** option, The **Signatures** menu option will be available. Click on **Signatures**.

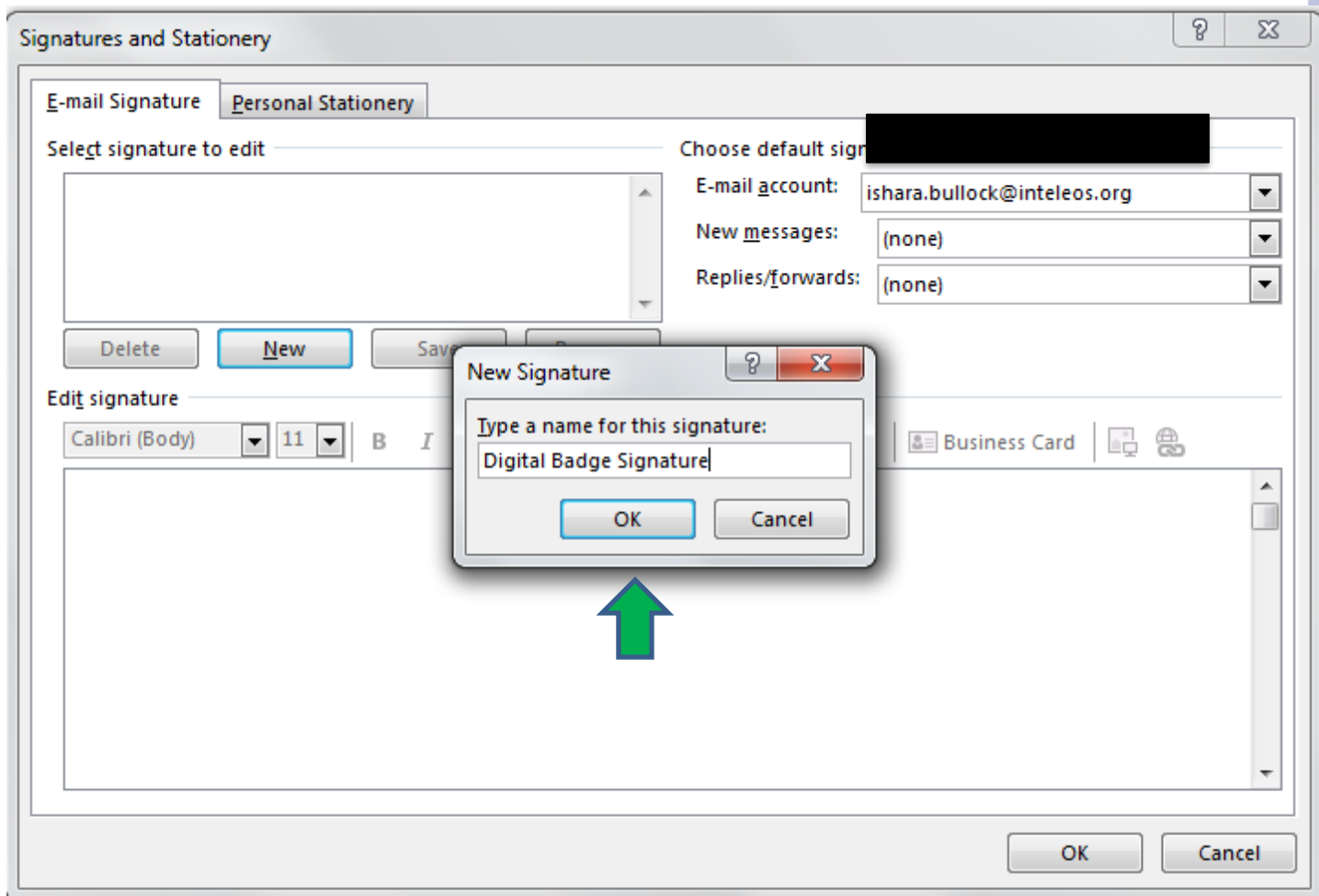


- Once you click on **Signatures**, you will be brought to the menu below. Click the **New** button to create a new email signature for your digital badge or badges.

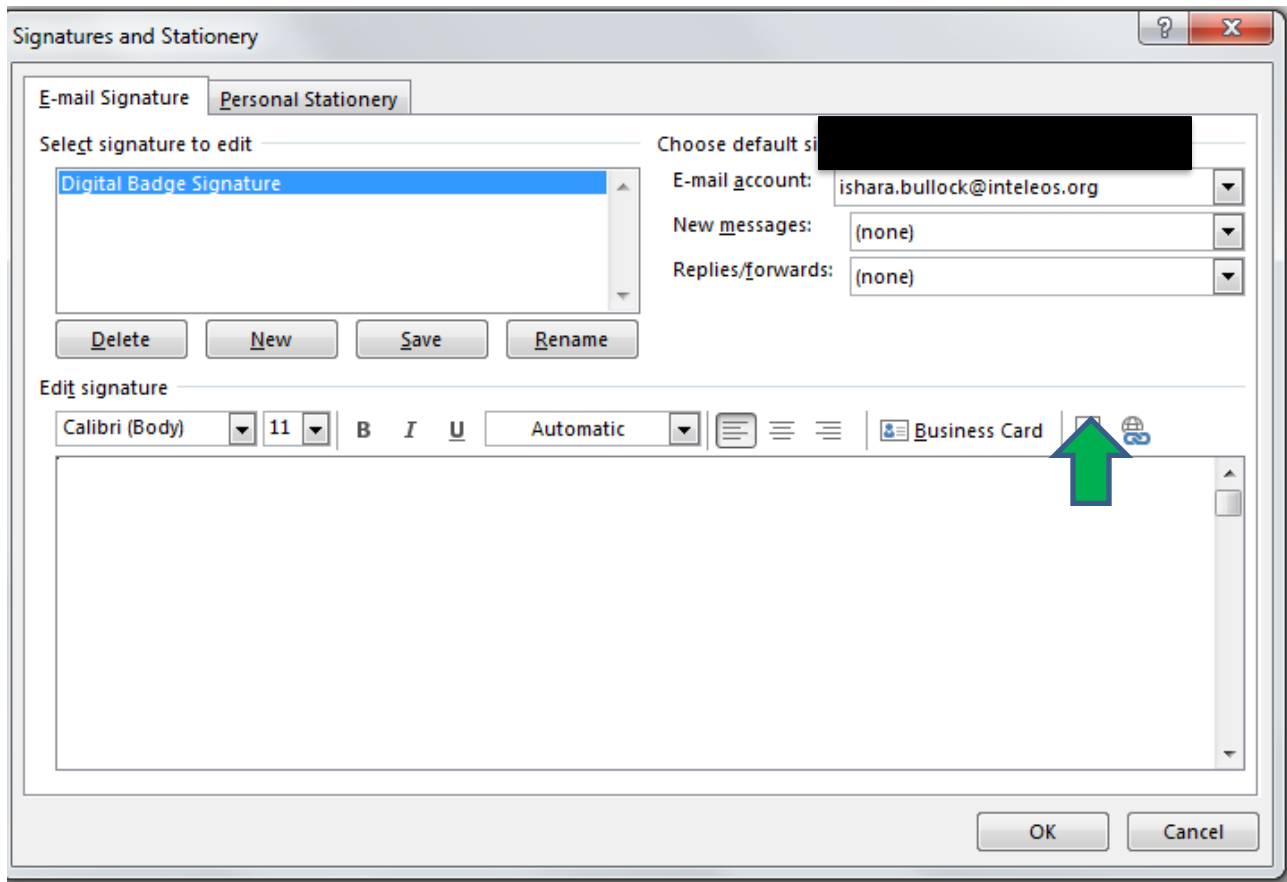




- Once you click on the **New** button, the **New Signature** field will appear. Name your new signature. Then click **OK**.

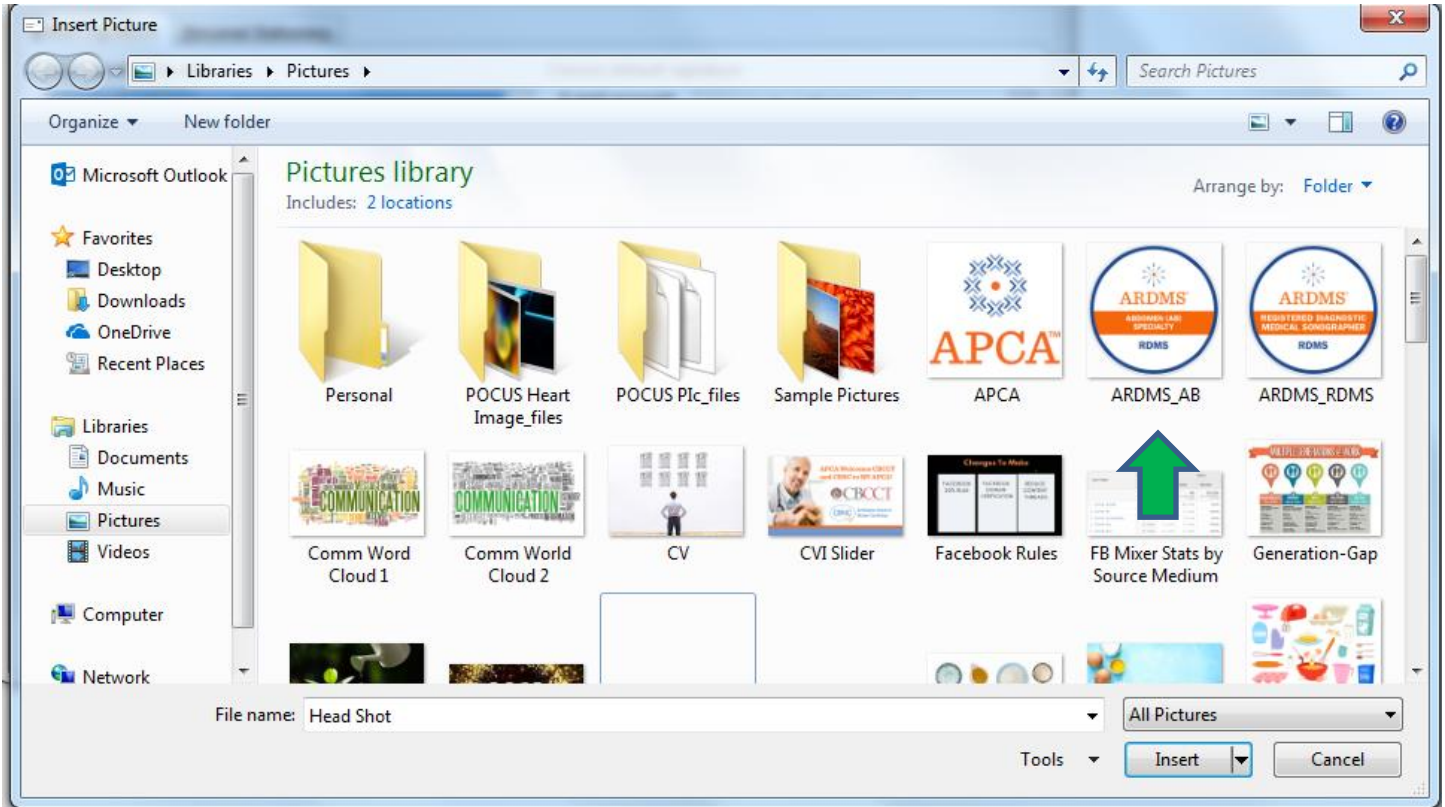


9. Once you click **OK**, your new signature will be selected in the upper left hand corner. Now you create your new signature in the pane below.

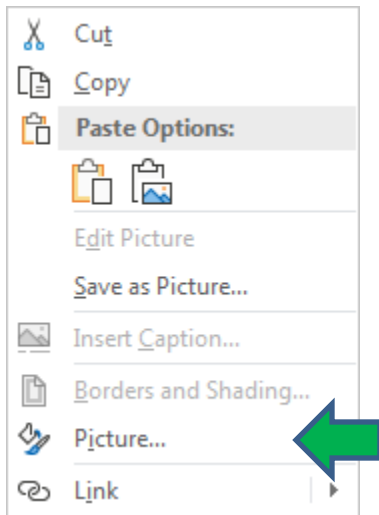


10. Type the appropriate information (your name, title, place of employment, contact number, and email address) in the **Edit Signature** pane. Then click the **Image** button above the **Edit Signature** pane.

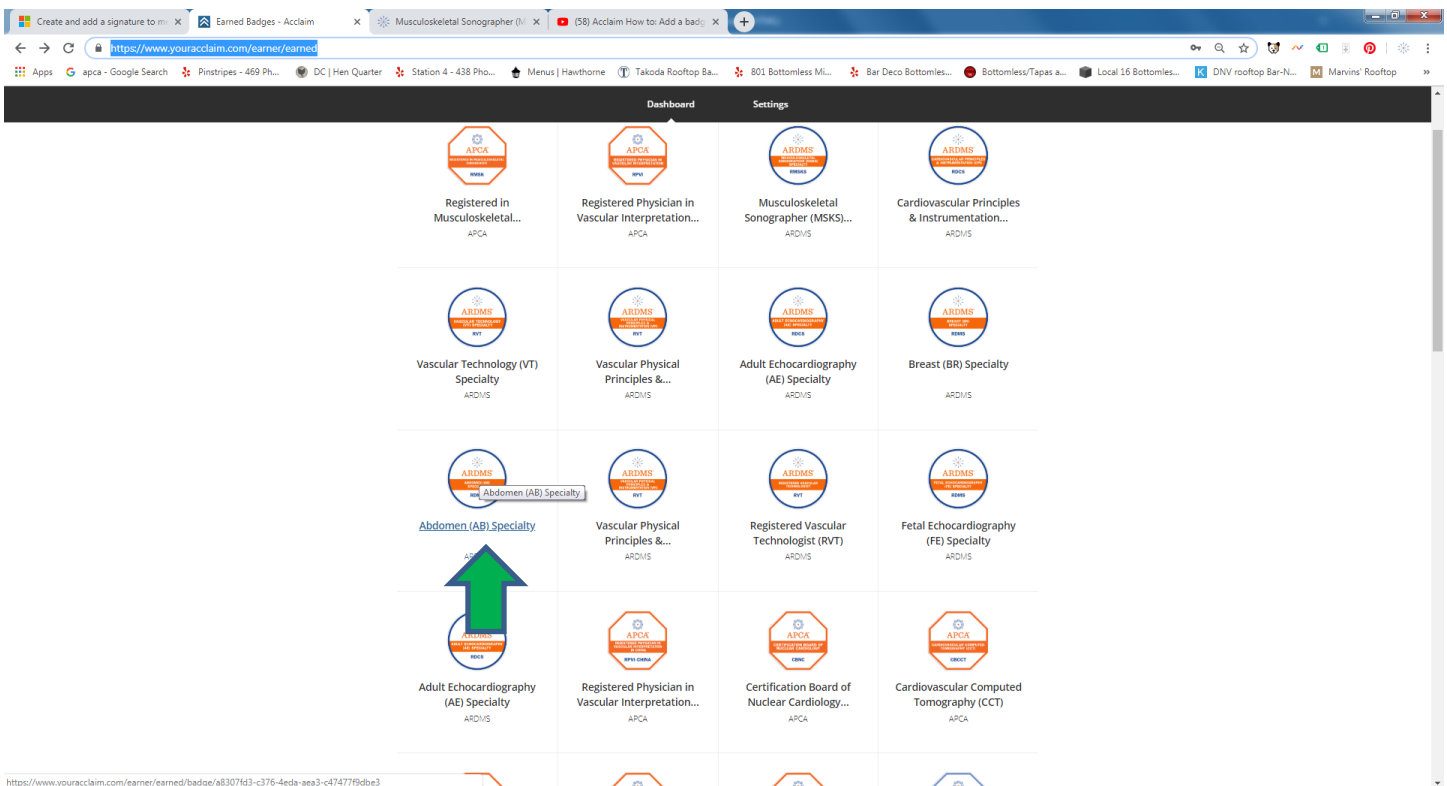
11. Once you click the **Image** button, you will then be brought to the **Insert Pictures** menu. Navigate to where you saved your digital badge (please note you would have had to save your digital badges prior to this step in order to access your digital badge). Once you find your badge select it, and then click the **Insert** button.



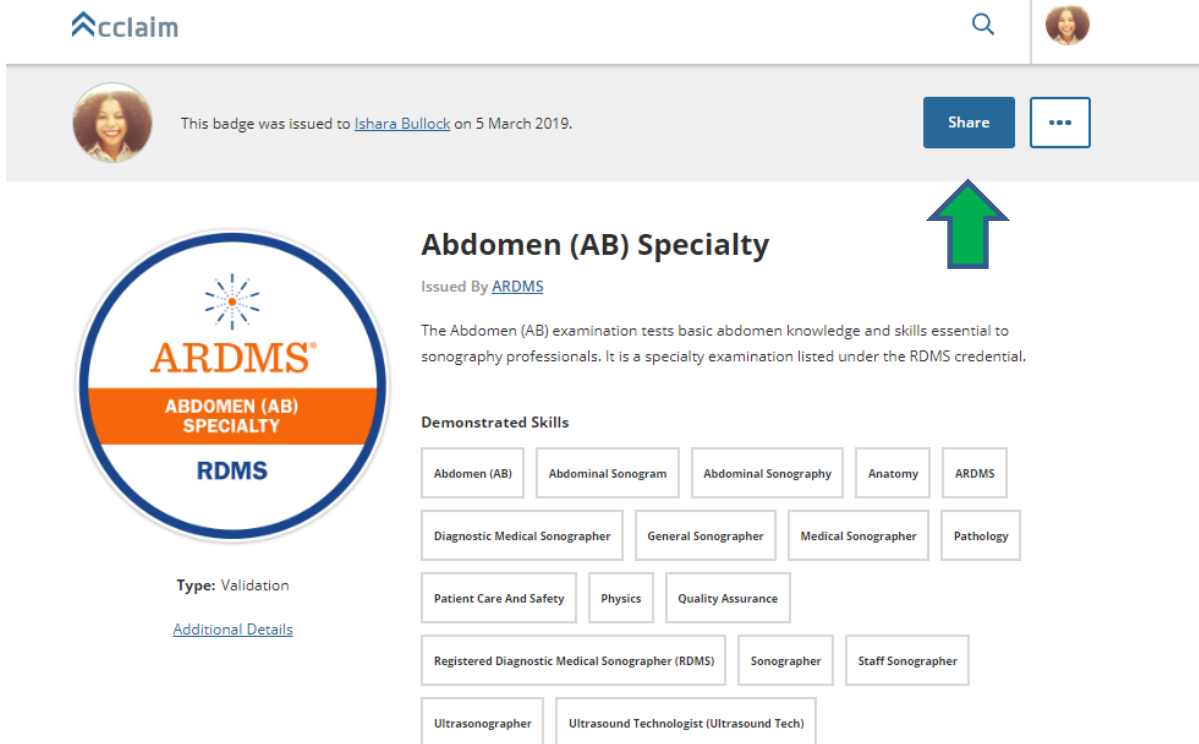
12. Once your digital badge is inserted into your signature, right click the digital badge. A menu will appear, click the **Picture...** option. You will then be able to adjust the images size etc here. Once you are done with your changes, click the **OK** button.



13. Once you have adjusted your digital badge, you can now add the appropriate hyperlink to your badge. To hyperlink your badge, navigate to your Acclaim account and copy the hyperlink of the badge(s) you want to hyperlink in your signature.



14. Once you click on the digital badge you want to share, you will be brought to the page below. Click the **Share** button.



The screenshot shows a digital badge interface. At the top left is the 'cclaim' logo. A search icon and a user profile picture are on the top right. Below the header, a grey bar contains a profile picture of a woman, the text 'This badge was issued to [Ishara Bullock](#) on 5 March 2019.', a blue 'Share' button, and a three-dot menu icon. A green arrow points to the 'Share' button. Below this bar is the badge details page for 'Abdomen (AB) Specialty'. On the left is a circular badge with the ARDMS logo, 'ABDOMEN (AB) SPECIALTY', and 'RDMS'. Below the badge, it says 'Type: Validation' and has a link for 'Additional Details'. To the right of the badge is the title 'Abdomen (AB) Specialty', 'Issued By [ARDMS](#)', and a description: 'The Abdomen (AB) examination tests basic abdomen knowledge and skills essential to sonography professionals. It is a specialty examination listed under the RDMS credential.' Below the description is a section titled 'Demonstrated Skills' with a grid of skill categories: Abdomen (AB), Abdominal Sonogram, Abdominal Sonography, Anatomy, ARDMS, Diagnostic Medical Sonographer, General Sonographer, Medical Sonographer, Pathology, Patient Care And Safety, Physics, Quality Assurance, Registered Diagnostic Medical Sonographer (RDMS), Sonographer, Staff Sonographer, Ultrasonographer, and Ultrasound Technologist (Ultrasound Tech).

15. Once you click the **Share** button, you will then be brought to the page below. Click on the **Hyperlink** option. Copy and paste the digital badge url.

Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Abdomen (AB) Specialty



Issued By [ARDMS](#)

in | | f | | | | | | | |

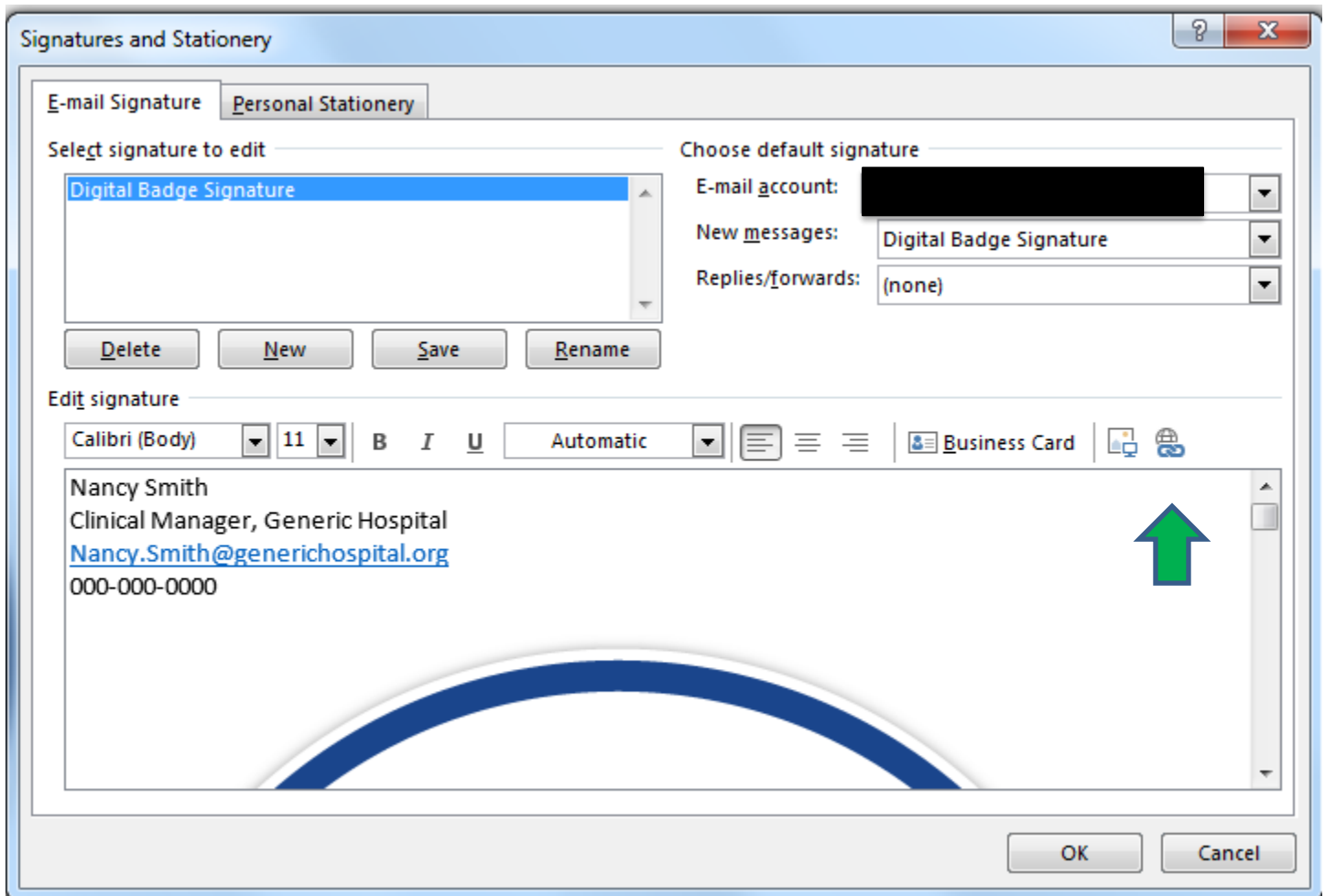
Share a Link

Badge URL

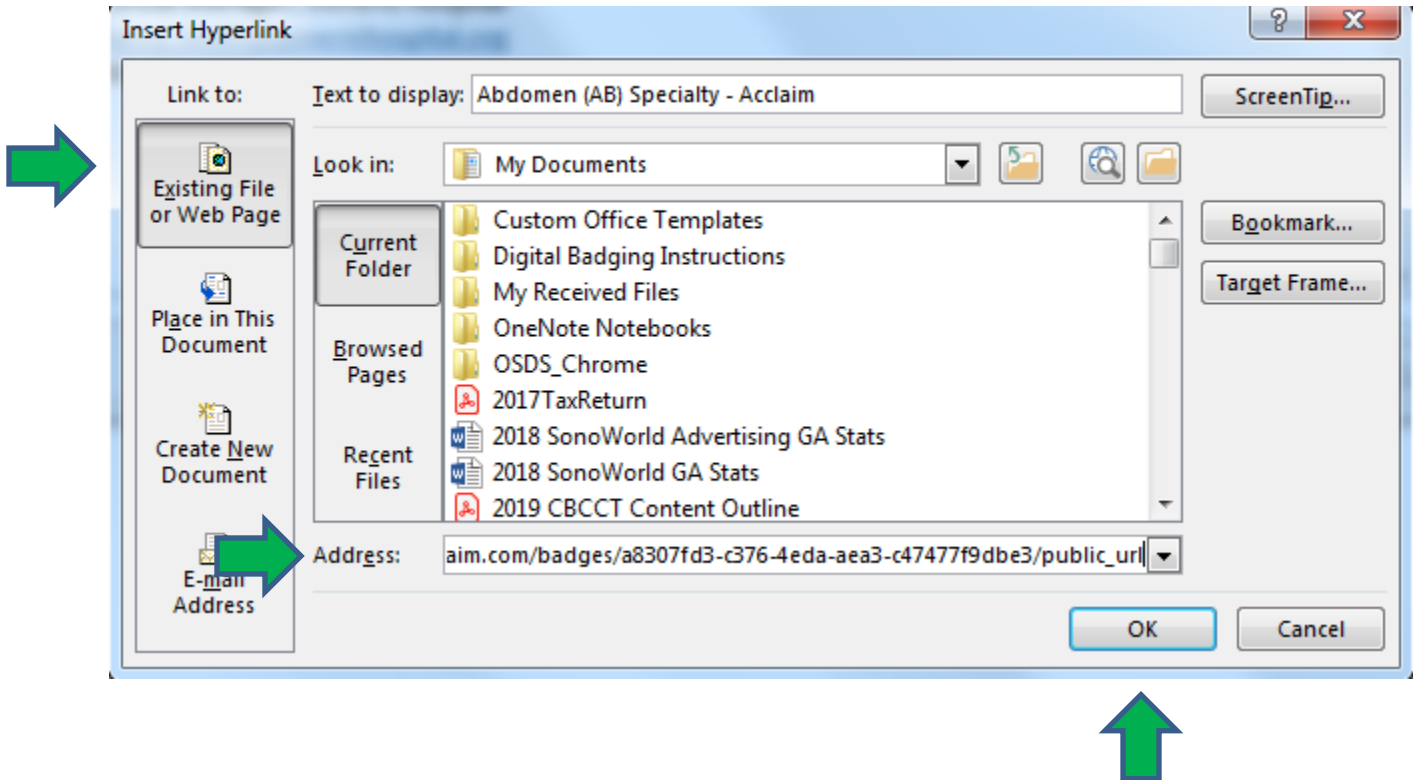
https://www.youracclaim.com/badges/a8307fd3-c376-4eda-aea3-c47477f9dbe3/public_url Copy



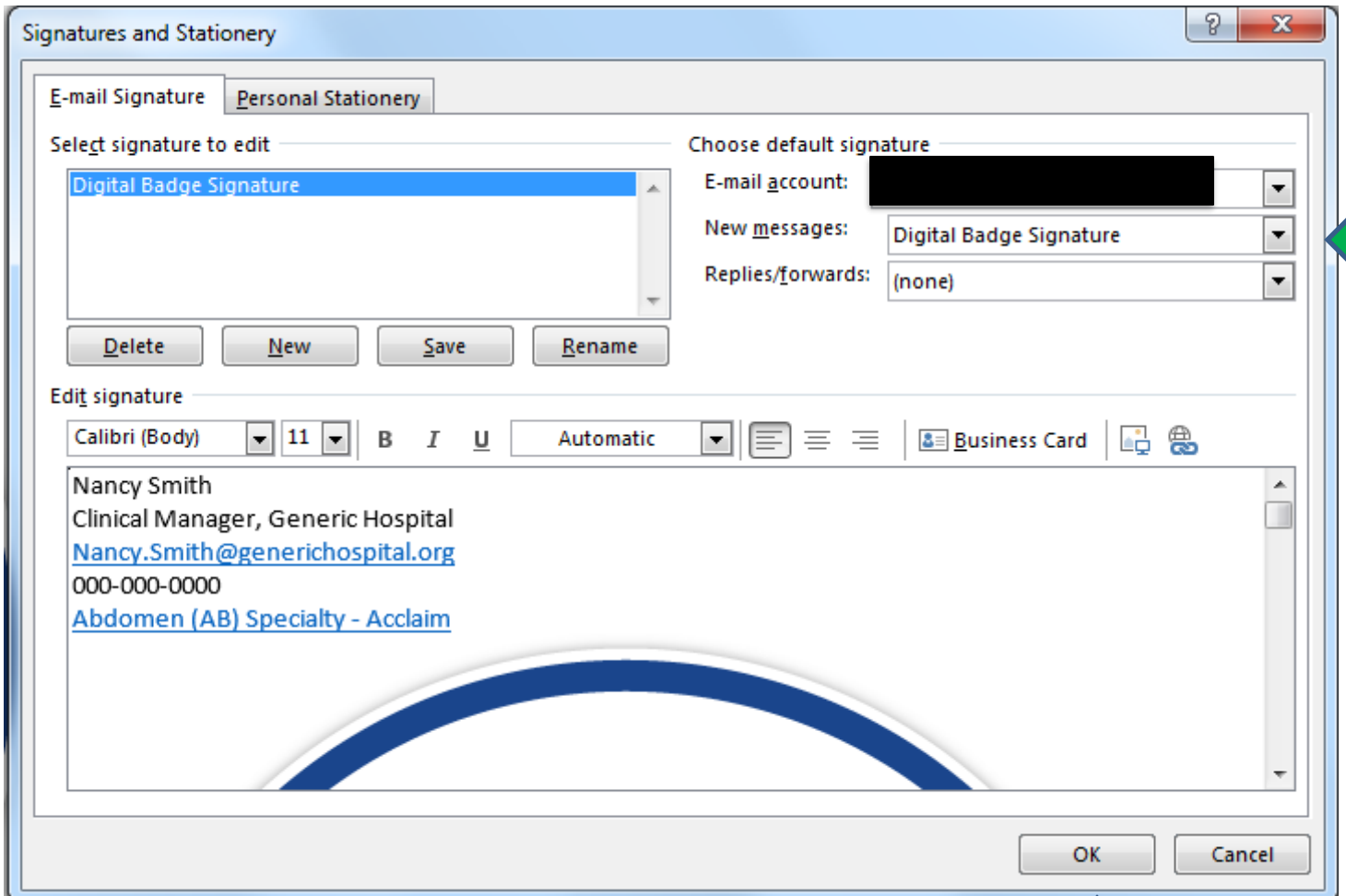
16. Once you have the hyperlink for the digital badge, navigate back to your new signature. Click the **Hyperlink** button.



17. Once you have clicked the **Hyperlink** button, you will be brought to the menu below. Click on the **Existing File or Web Page** option and then copy and paste the digital badge url in the **Address** field. Then click **OK**.



18. Once you have clicked **OK**, make sure your new signature is set as your default signature, click **Save** and then click **OK**.



19. Your digital badge will now appear in your email signature.