

Instructions for Using NACM Connect Board Member Badge & LinkedIn Header

Download

1. Download the badge and the LinkedIn header graphic that identifies your term serving as a Member of the NACM Connect Board of Directors. Save to a location on your computer.

Download at: <https://nacmconnect.org/boardimages>



Add To Your Email Signature

1. If you have a corporate email signature that your company uses, provide the badge to your company's IT department to incorporate into your signature (if allowed).
2. If you do not have a corporate email signature yet, follow these instructions to set your signature in Outlook.
 - a. Select File

- b. Select Options
- c. Select Mail
- d. Select Signatures
- e. Select the signature you want to edit, or if you do not have one, create a new one.
- f. Make your changes in the Edit signature box.
 - i. Add your title and other contact information.
 - ii. Click on the picture icon to upload your company's logo to the signature box.
 - iii. Click on the picture icon to upload and add the NACM Connect Board Member badge to the signature box.
 - iv. Arrange the text and pictures into the order you'd like them to appear.
- g. Select Save
- h. Select OK

Change LinkedIn Profile Header Background Image

1. To change your LinkedIn profile header background image, follow the instructions on the additional handout.