

## **Instructions for Using NACM Connect Member Badge & LinkedIn Header**

### **Download**

1. Download the badge and the LinkedIn header graphic. Save to a location on your computer.

Download at: <https://www.nacmconnect.org/about-us/memberlogos/>



### **Add To Your Email Signature**

1. If you have a corporate email signature that your company uses, provide the member 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 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.