

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 Vascular Technologist (RVT)
Issued by [Inteleos](#)


in | | f | | x | | | | |

Email

Recipients (separate by comma) 

Subject
View my verified achievement from Inteleos! 

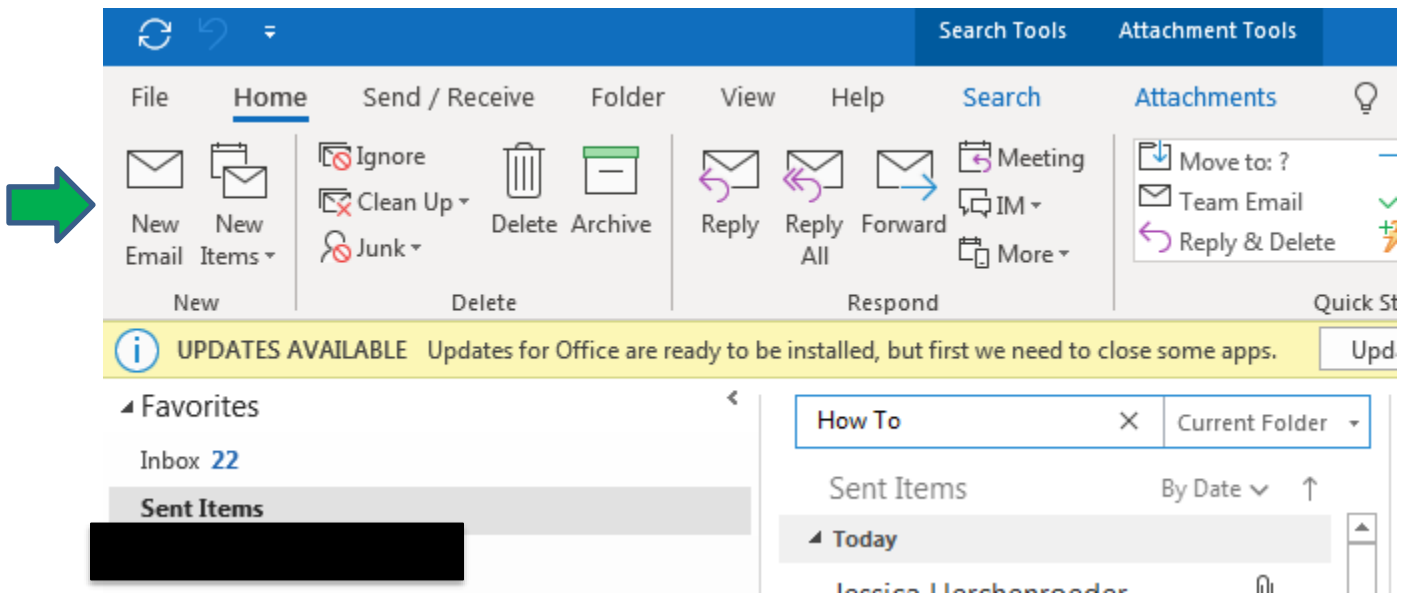
Custom Message 



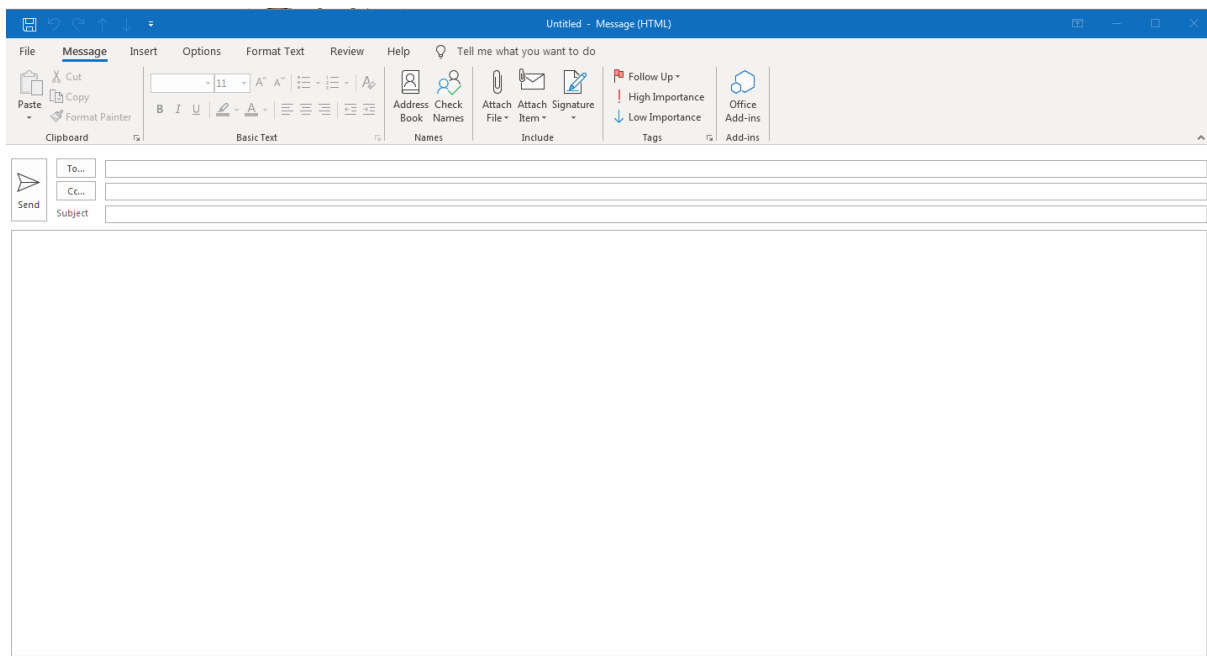
Send

How To Add Your Digital Badge To Your Email Signature

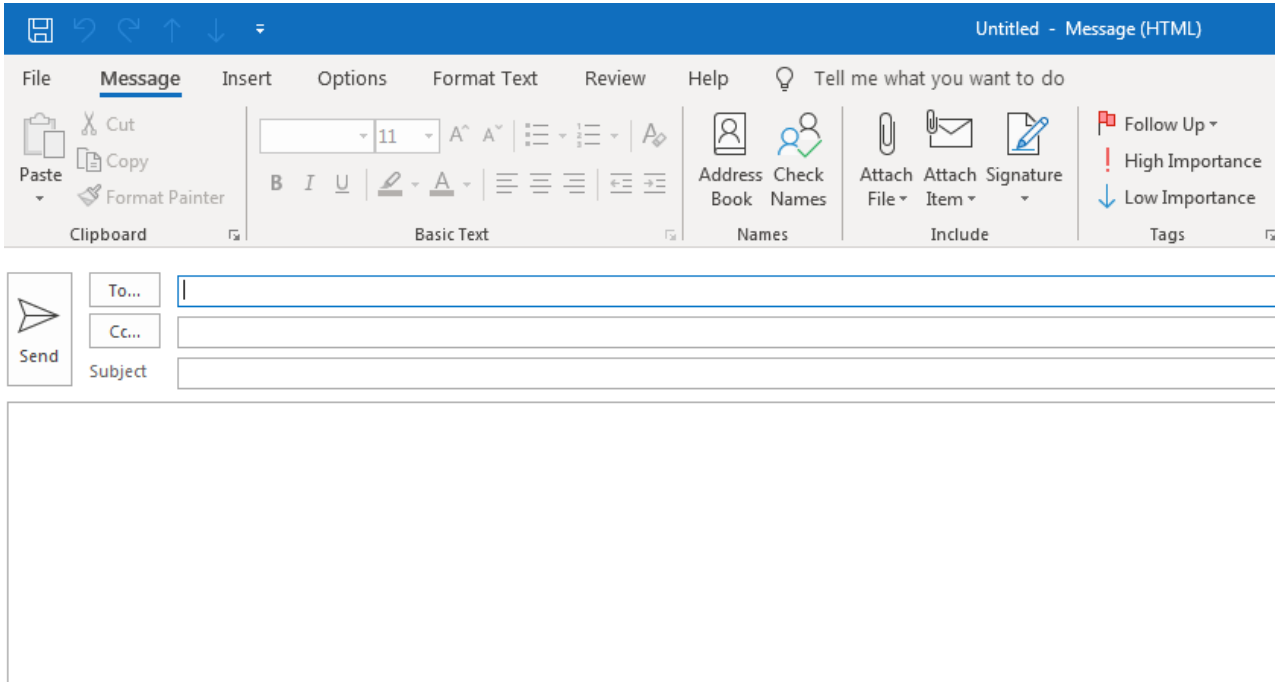
1. Open your email application (this example uses Outlook). Then click on **New Email** in the upper left-hand corner.



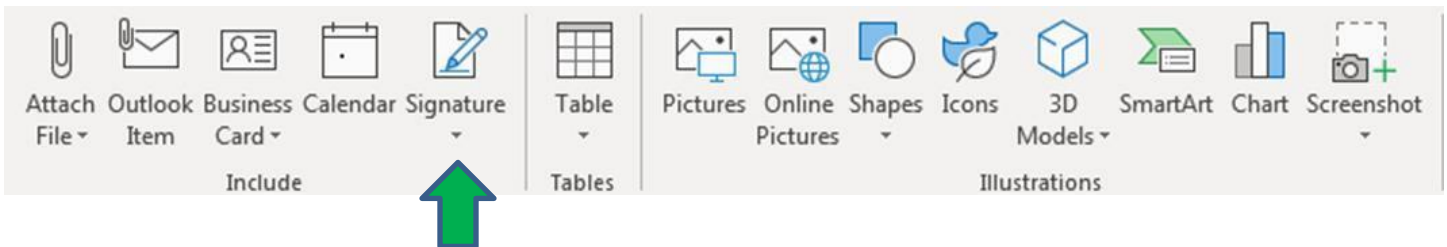
2. Once you click the **New Email** button, a new email screen will appear in another window.



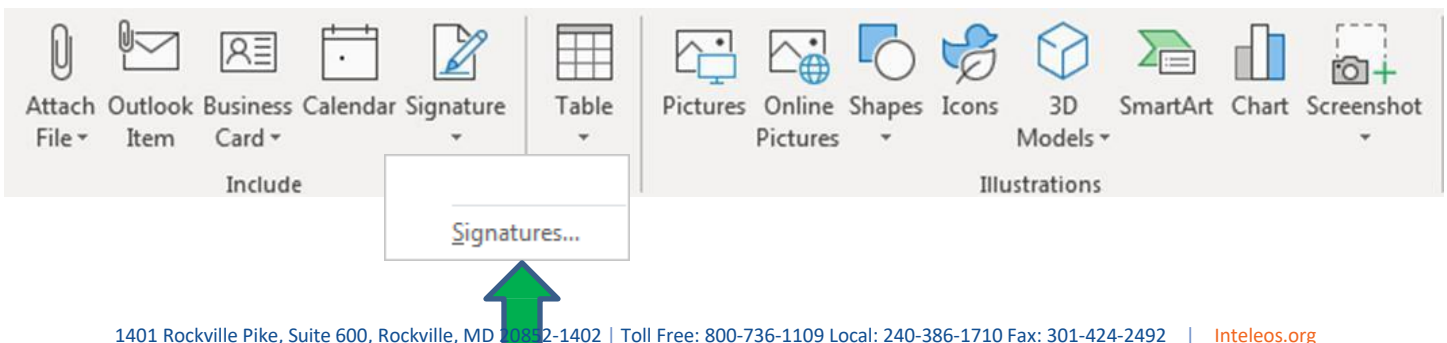
3. Click **Insert** in the upper left-hand corner.



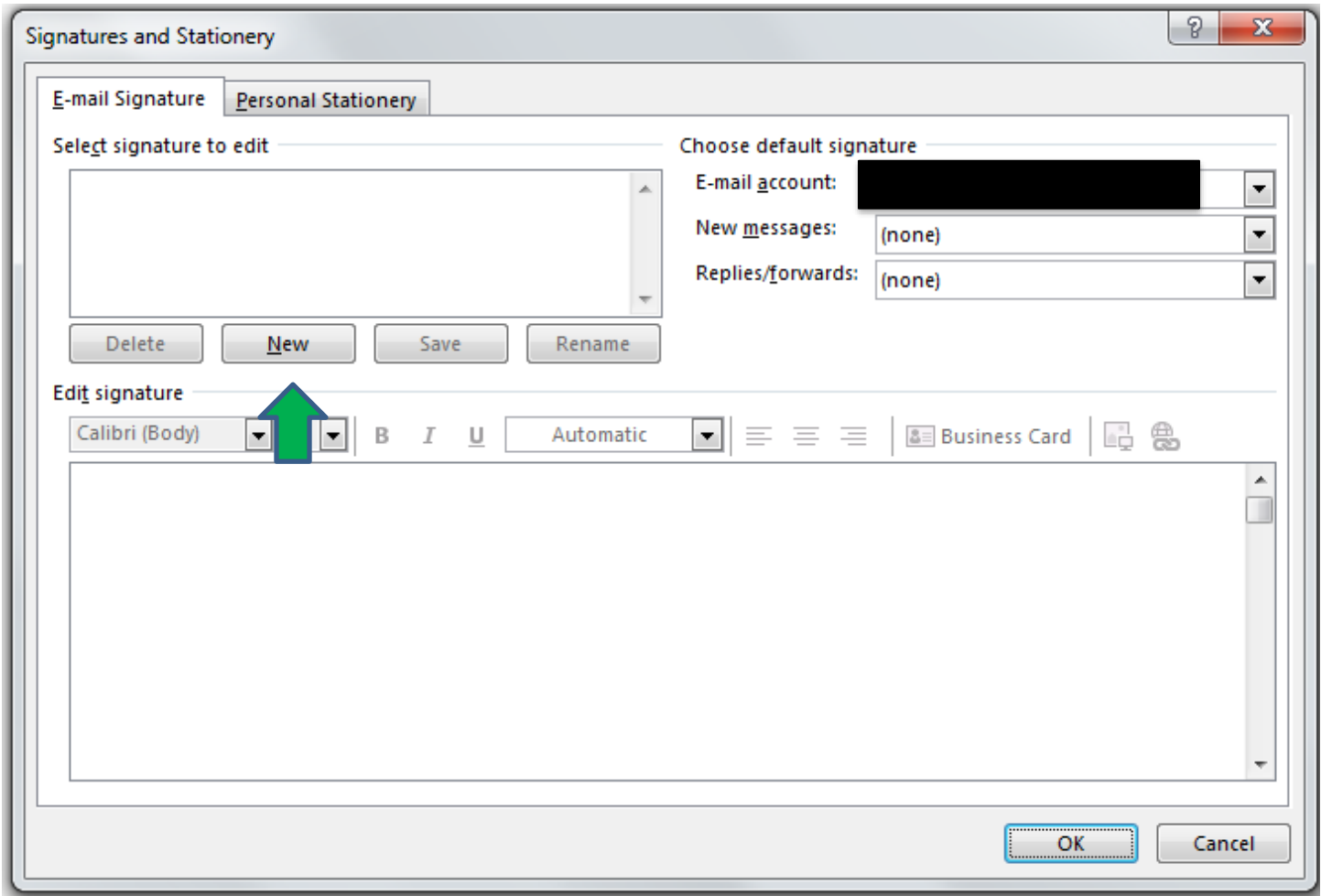
4. The insert menu will appear, click on the **Signature** option



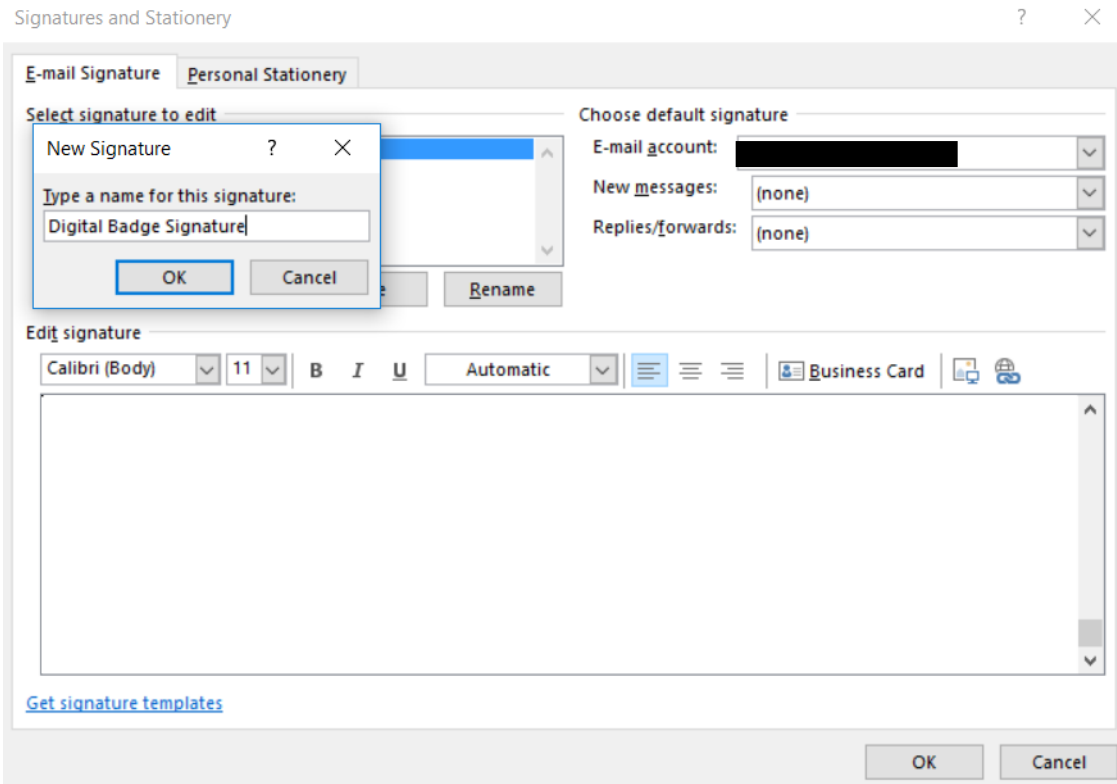
5. Once you click on the **Signature** option, The **Signatures** menu option will be available. Click on **Signatures**.



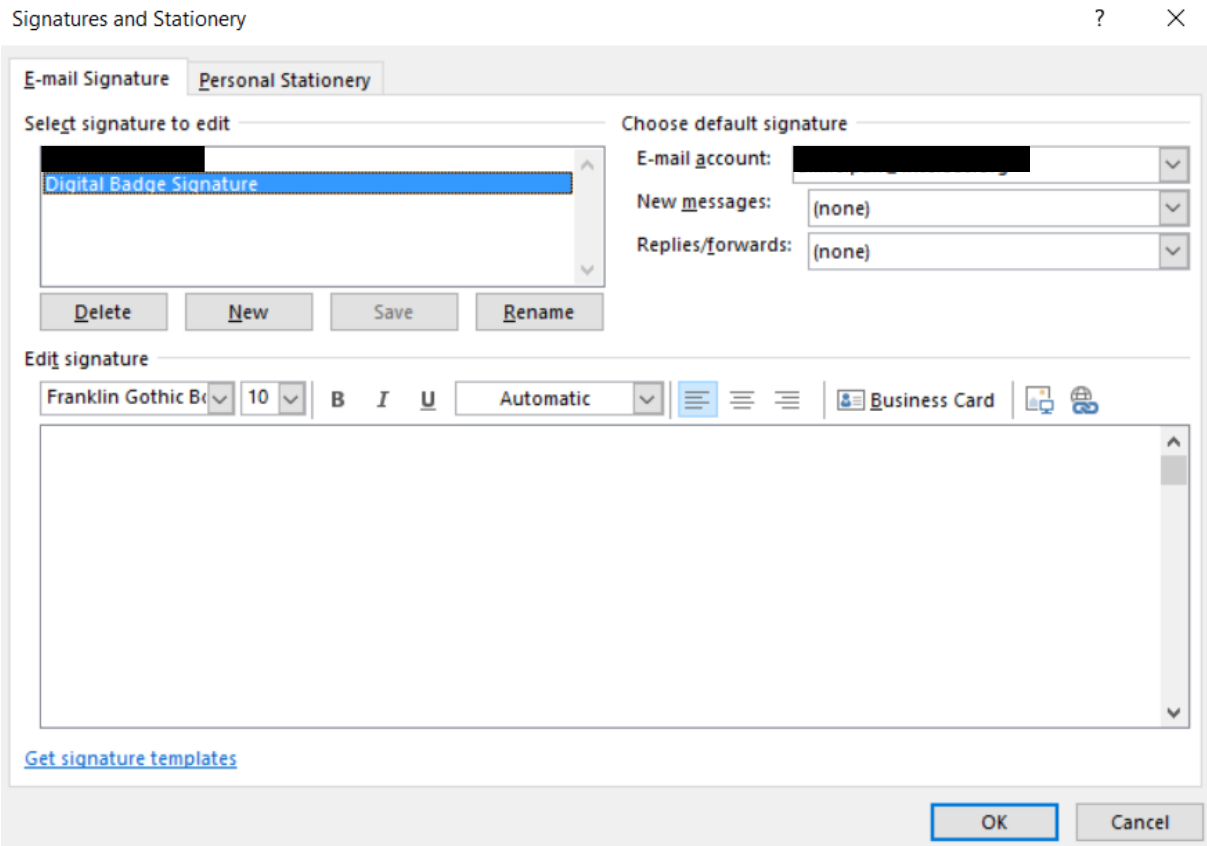
6. Once you click on **Signatures**, you will be brought to the menu below. Click the **New** button to create a new email signature for your digital badge or badges.



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

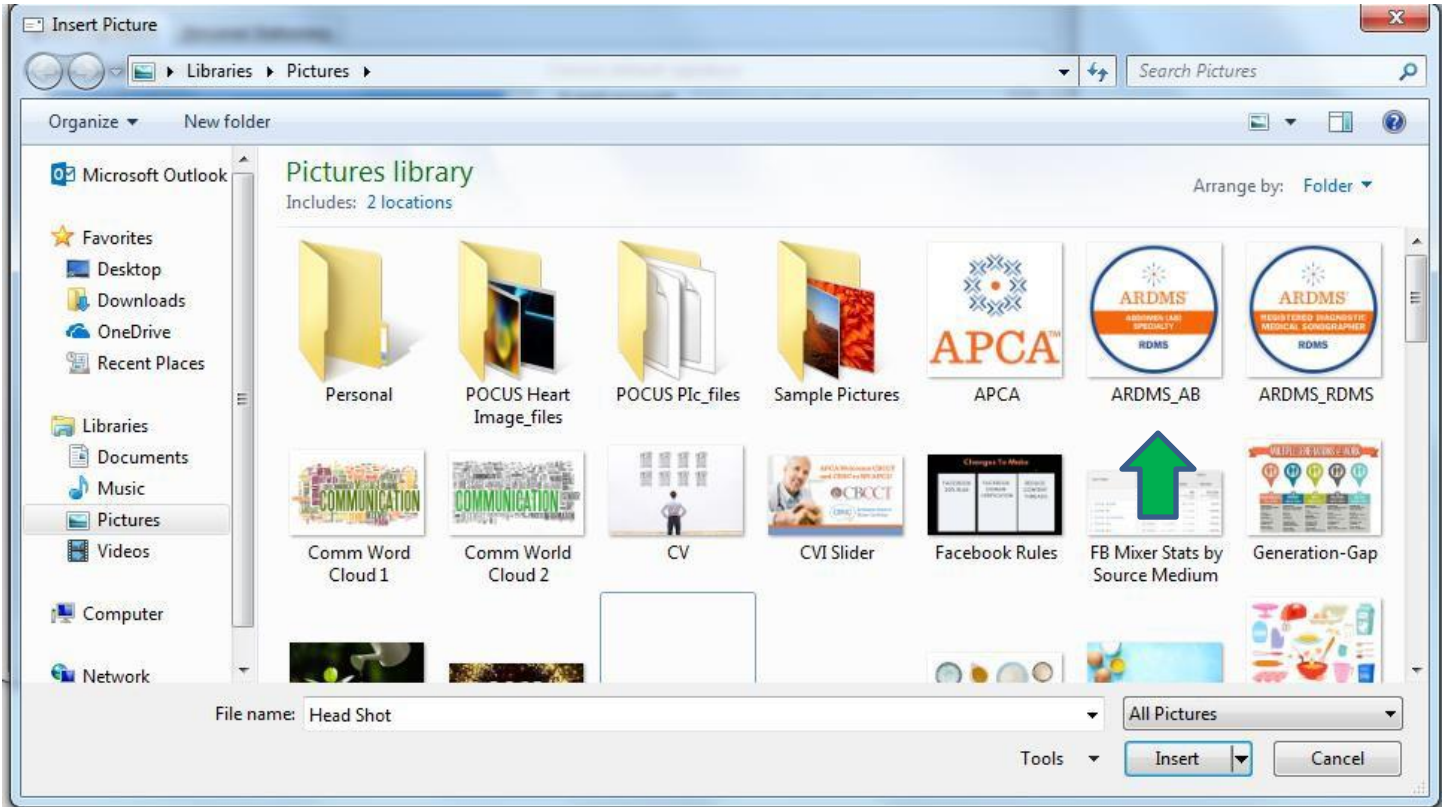


- Once you click **OK**, your new signature will be selected in the upper left-hand corner. Now you create your new signature in the pane below.

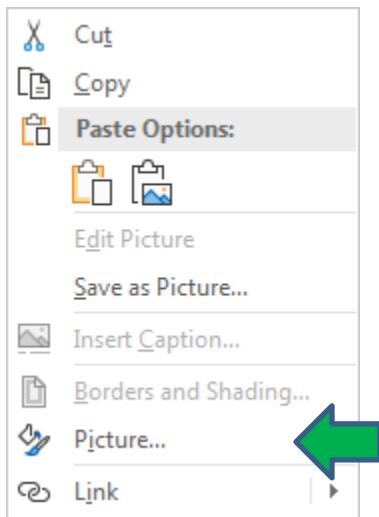


- Type the appropriate information (your name, title, place of employment, contact number, and email address) in the **Edit Signature** pane. Then click the **Image** button above the **Edit Signature** pane.

10. 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.



- 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.



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





Jane Doe

I am a medical professional with 20+ years of experience.
Washington, District of Columbia

✉ [Send a Message](#) | [Share my profile](#)

Badges

2 badges
↓
Sort by: Most Popular ▾

 <p>Registered Physician in Vascular Interpretation (RPVI) <small>Inteleos</small></p>	 <p>Registered Vascular Technologist (RVT) <small>Inteleos</small></p>
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13. Once you click on the digital badge you want to share, you will be brought to the page below. Click the Share button.



This badge was issued to [Jane Smith](#) on 31 March 2021.

Share ⋮



Type: Certification

Registered Vascular Technologist (RVT)

Issued by [Inteleos](#)

The Registered Vascular Technologist (RVT) certification raises the standard of vascular ultrasound practice worldwide and promotes best practices for enhanced patient safety. It is designed to certify medical professionals in the vascular ultrasound field. By earning the RVT certification, healthcare professionals gain a critical edge in promoting public safety in vascular ultrasound.

Skills

- American Registry For Diagnostic Medical Sonography (ARDMS)
- Patient Care And Safety
- Quality Assurance In Vascular Imaging
- Registered Vascular Technologist (RVT)

14. 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.

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Registered Vascular Technologist (RVT)
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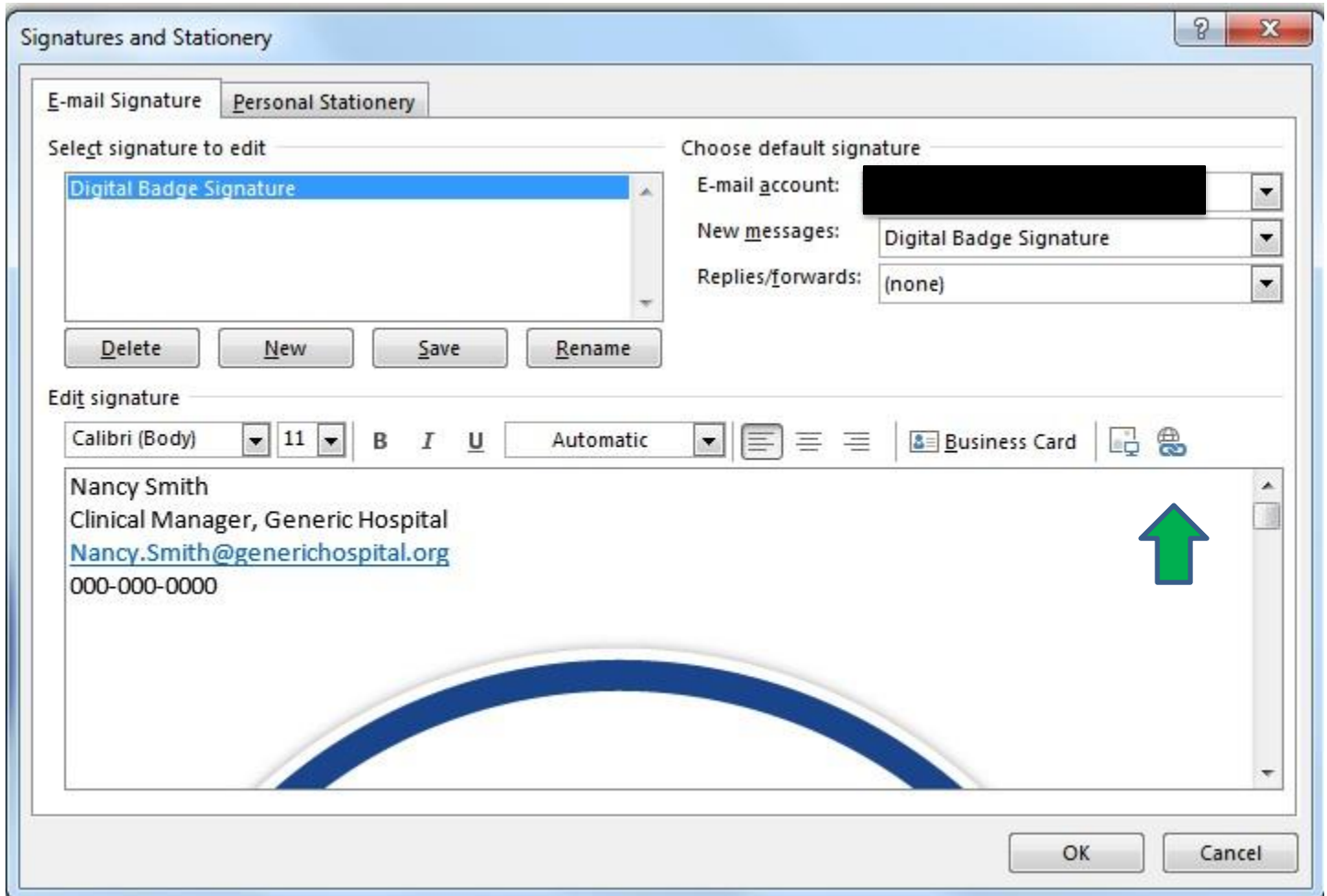
Share a Link

Badge URL

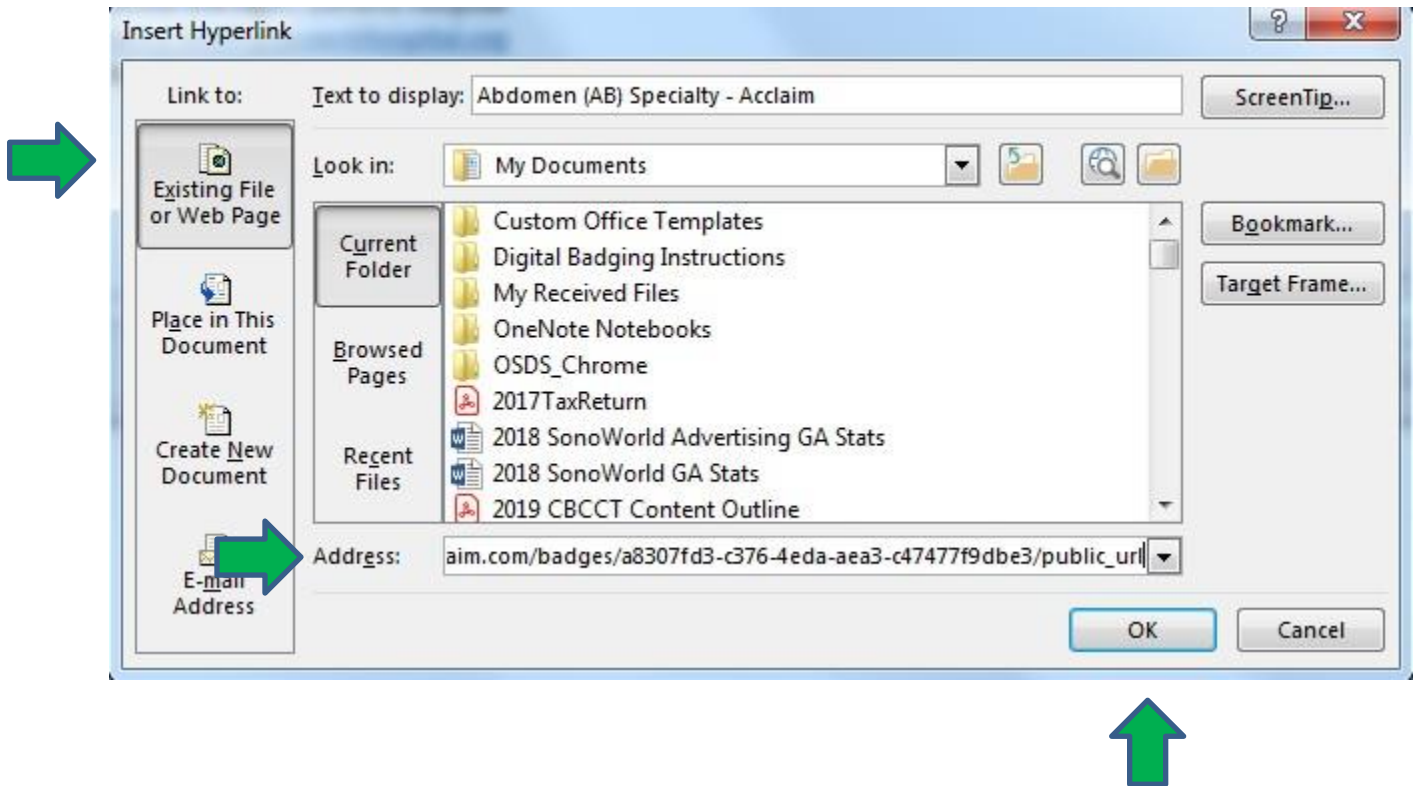
https://www.credly.com/badges/68607475-adb7-4e76-8b18-d8b54a963346/public_url **Copy** 



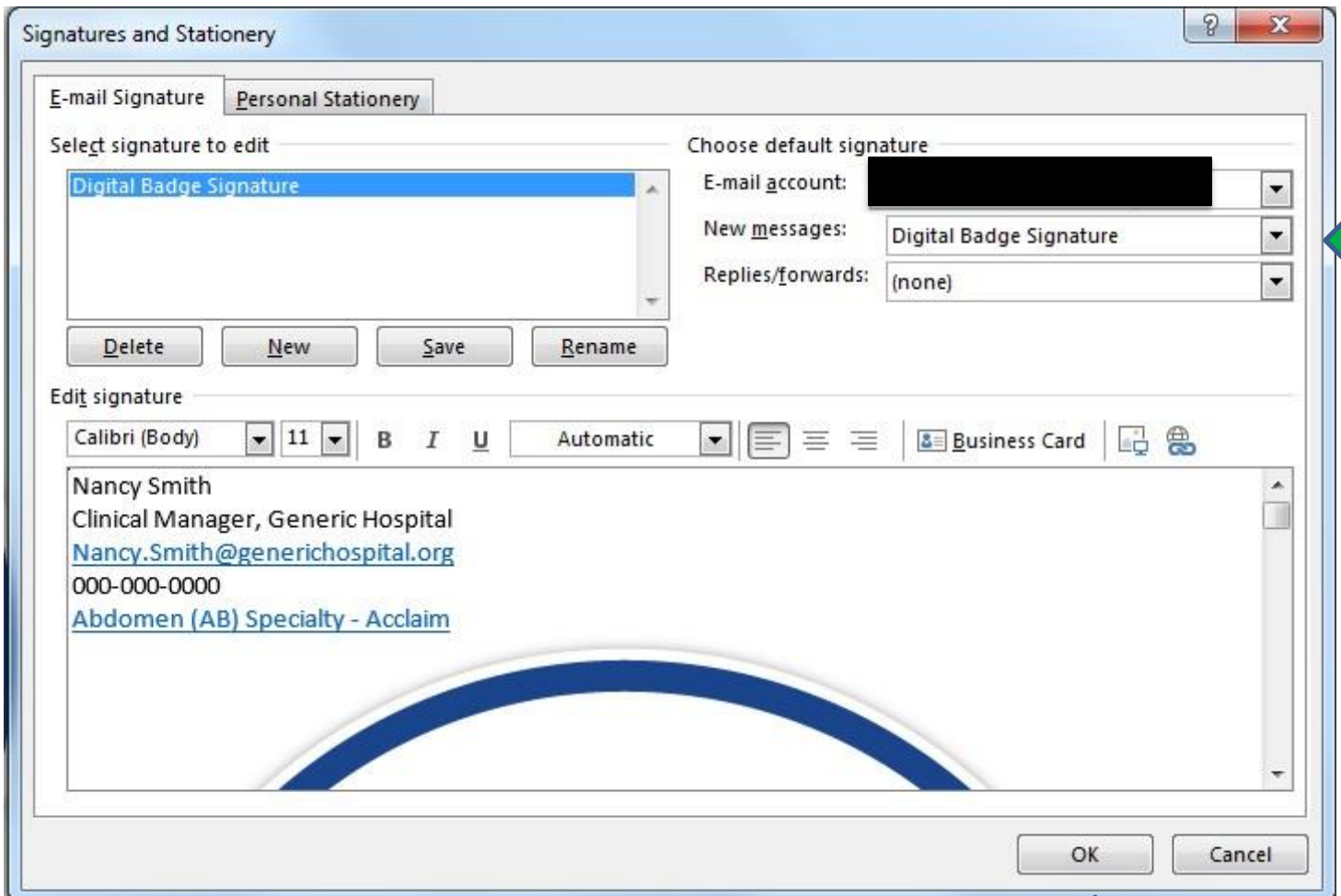
15. Once you have the hyperlink for the digital badge, navigate back to your new signature. Click the Hyperlink button.



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



17. 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.