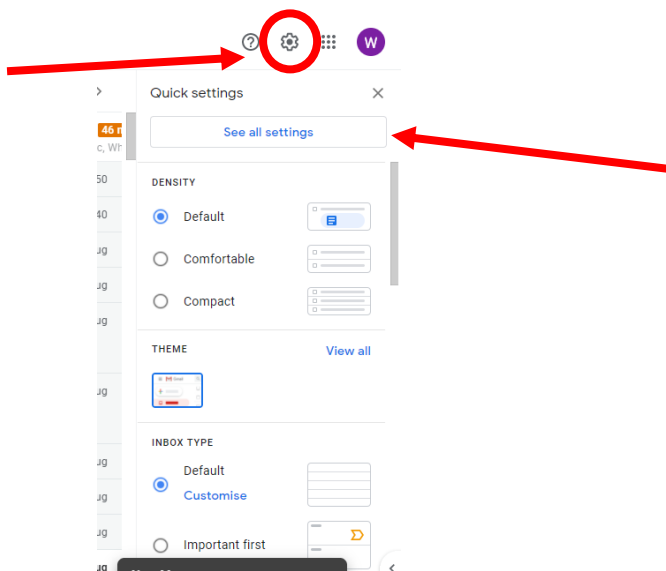
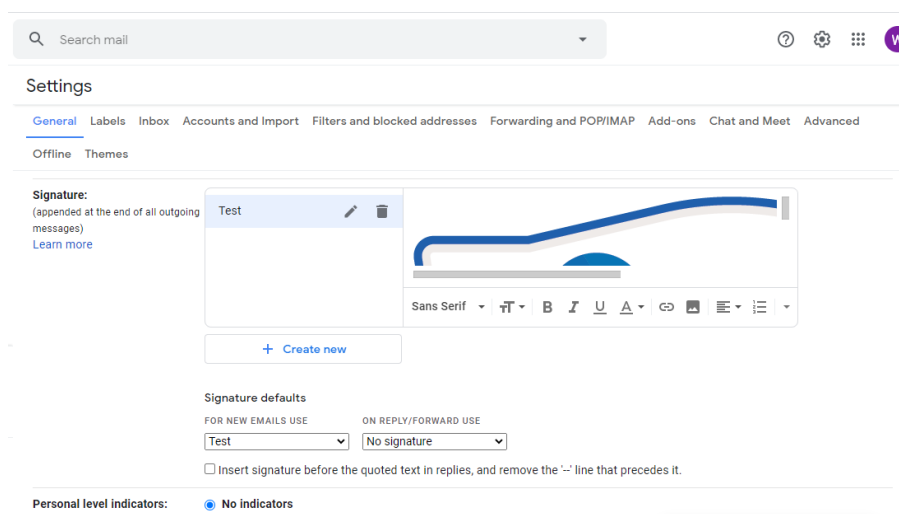


## **How to add an ICC Academy certified badge to your email signature in Gmail**

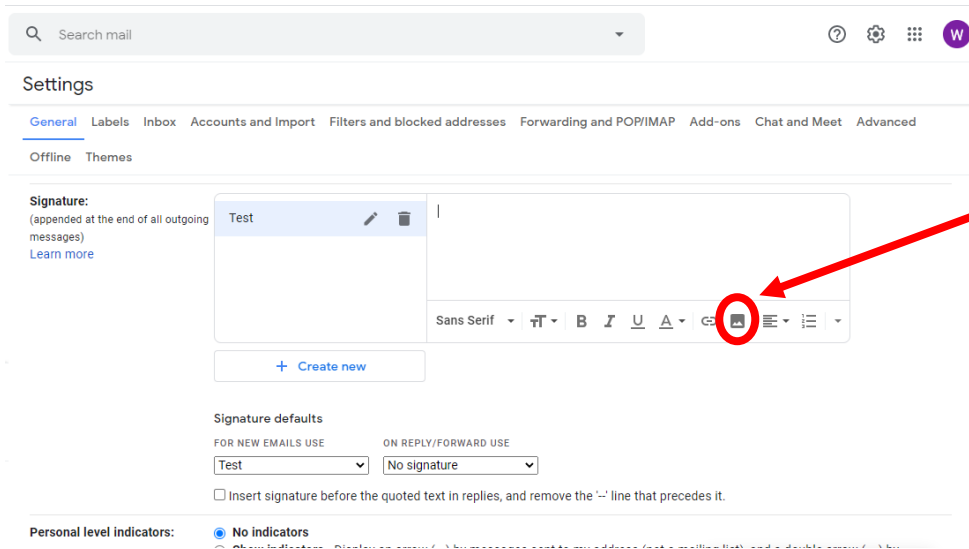
1. Save the relevant certificate badge to your computer as a PNG file.
  - a. Click on the relevant certificate badge below
    - i. [Global Trade Certificate \(GTC\)](#)
    - ii. [Certified Trade Finance Professional \(CTFP\)](#)
    - iii. [Export / Import Certificate \(EIC\)](#)
    - iv. [Incoterms® 2020 Certificate](#)
  - b. Right click on the image and choose 'Save image as'.
  
2. In Gmail, click on the settings cog and then choose 'See all settings'.



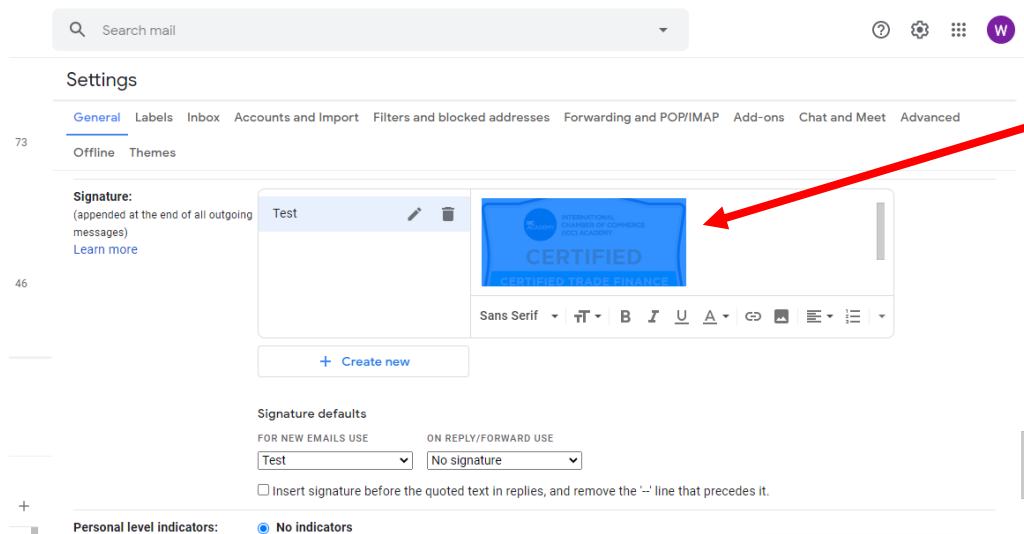
3. Under the 'General' tab, scroll down to the 'Signature' settings and either choose an existing signature to edit or click 'Create new':



4. Click the image button, and then choose the badge file you previously saved:

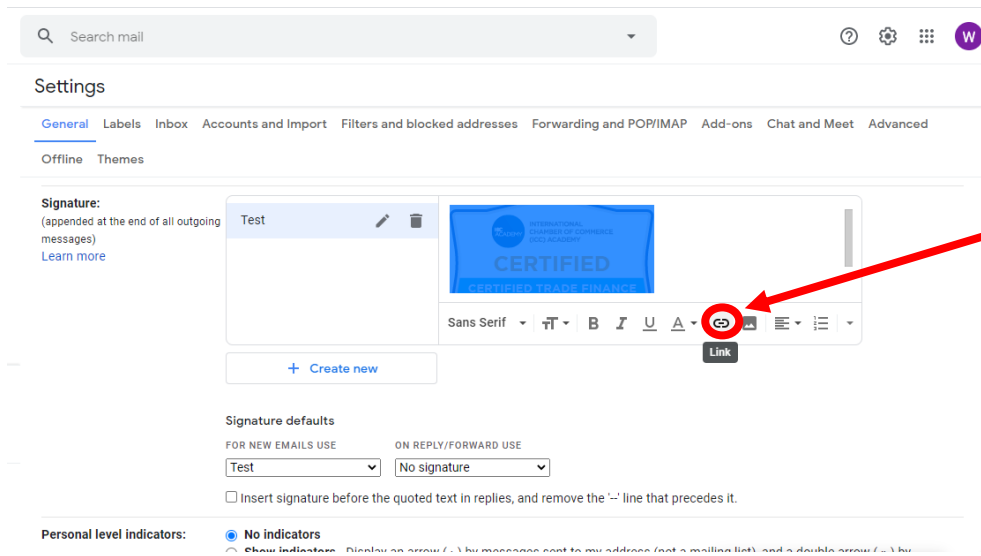


5. Once you have inserted the badge, highlight it with your cursor so it becomes blue:



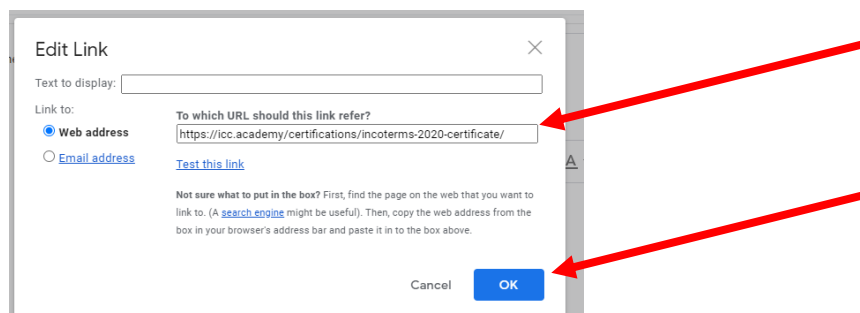
**GUIDE CONTINUES BELOW**

6. Now click the 'Hyperlink' button:



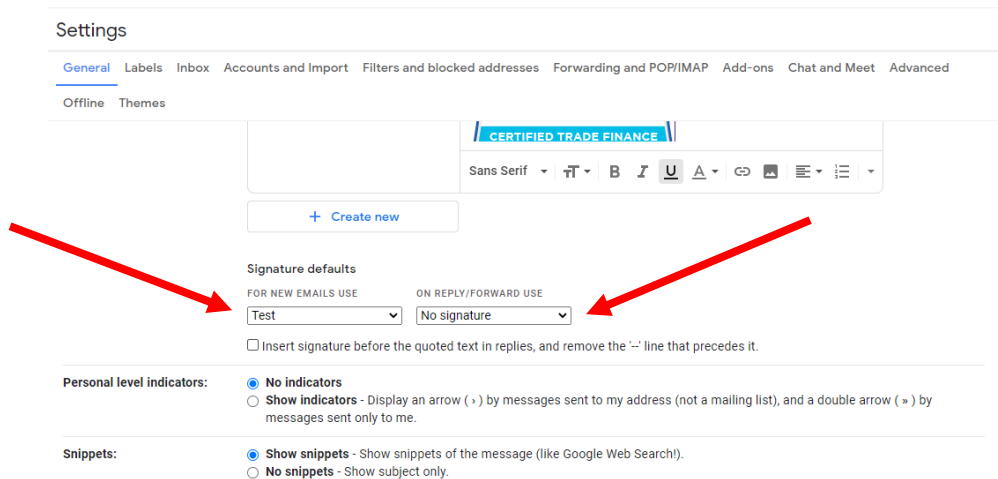
7. Insert the link to your certificate in the box and click 'OK'

- a. Certified Trade Finance Professional (CTFP): <https://icc.academy/certified-trade-finance-professional/>
- b. Global Trade Certificate (GTC): <https://icc.academy/certifications/icc-global-trade-certificate/>
- c. Export / Import Certificate (EIC): <https://icc.academy/certifications/export-import-certificate/>
- d. Incoterms® 2020 Certificate: <https://icc.academy/certifications/incoterms-2020-certificate/>



**GUIDE CONTINUES BELOW**

8. Finally choose how to use your new signature in the 'Signature defaults' boxes



The screenshot shows the Gmail 'Settings' page under the 'General' tab. At the top, there is a signature editor with a text box containing 'CERTIFIED TRADE FINANCE' and a rich text toolbar. Below this is a '+ Create new' button. The 'Signature defaults' section has two dropdown menus: 'FOR NEW EMAILS USE' set to 'Test' and 'ON REPLY/FORWARD USE' set to 'No signature'. A checkbox for 'Insert signature before the quoted text in replies, and remove the '-' line that precedes it.' is unchecked. Below are sections for 'Personal level indicators' and 'Snippets', each with radio button options.

9. Scroll down to the bottom of settings page and click 'Save Changes'.