

### 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'.

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

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

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

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#### **GUIDE CONTINUES BELOW**

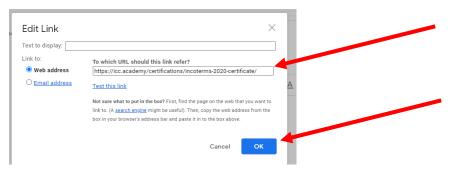


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6. Now click the 'Hyperlink' button:

- 7. Insert the link to your certificate in the box and click 'OK'
  - a. Certified Trade Finance Professional (CTFP): <u>https://icc.academy/certified-trade-finance-professional/</u>
  - b. Global Trade Certificate (GTC): <u>https://icc.academy/certifications/icc-global-trade-certificate/</u>
  - c. Export / Import Certificate (EIC): <u>https://icc.academy/certifications/export-import-</u> certificate/
  - d. Incoterms<sup>®</sup> 2020 Certificate: <u>https://icc.academy/certifications/incoterms-2020-</u> certificate/



**GUIDE CONTINUES BELOW** 



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

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	$\Box$ Insert signature before the quoted text in replies, and remove the '' line that precedes it.
Personal level indicators:	No indicators     Show indicators     Show indicators - Display an arrow ( > ) by messages sent to my address (not a mailing list), and a double arrow ( > ) by     messages sent only to me.

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