How to add an ICC Academy certified badge to your email signature in Outlook

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 Outlook, click **File > Options > Mail > Signatures**.

3. Click on the signature you want to edit. In the 'Edit signature' box, click on the 'Add Image Button' making sure the text cursor is at the bottom of the email signature:
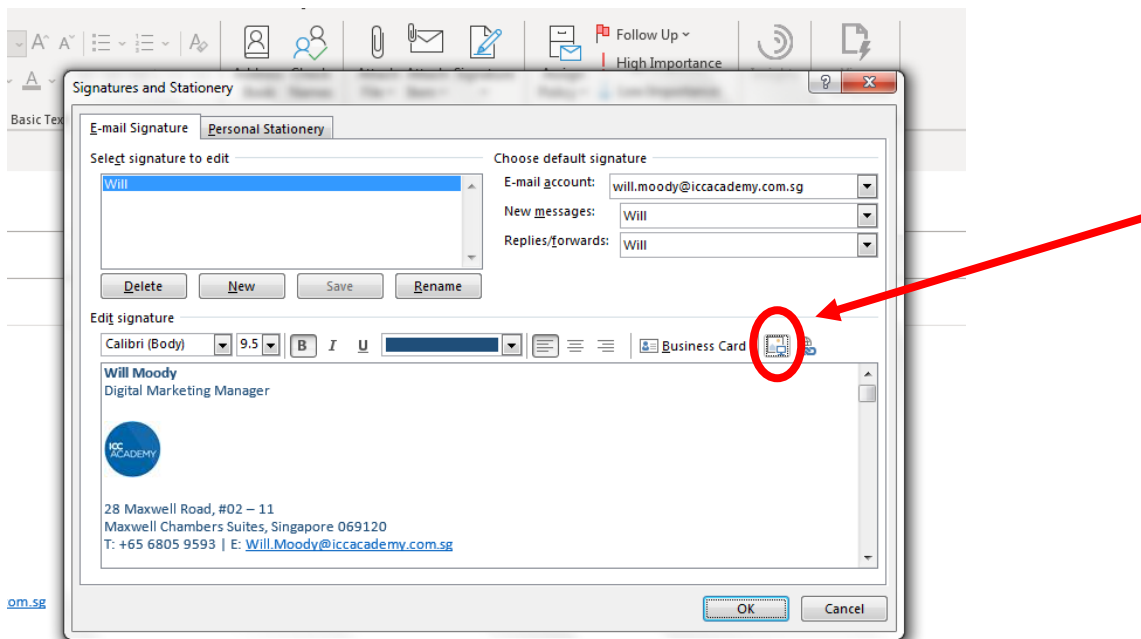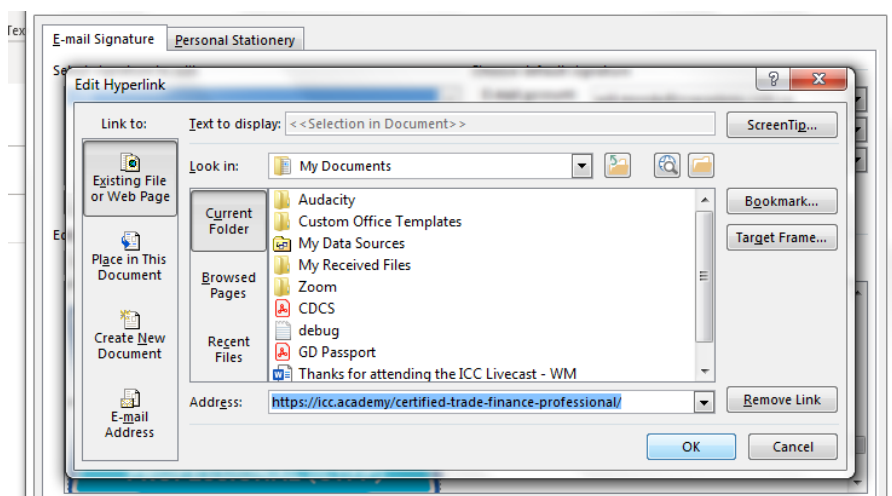

4. Find the badge file that you have saved on your computer and click 'Insert'.

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5. Click on the image in your signature so a dotted line border appears and then click the 'Hyperlink' button:
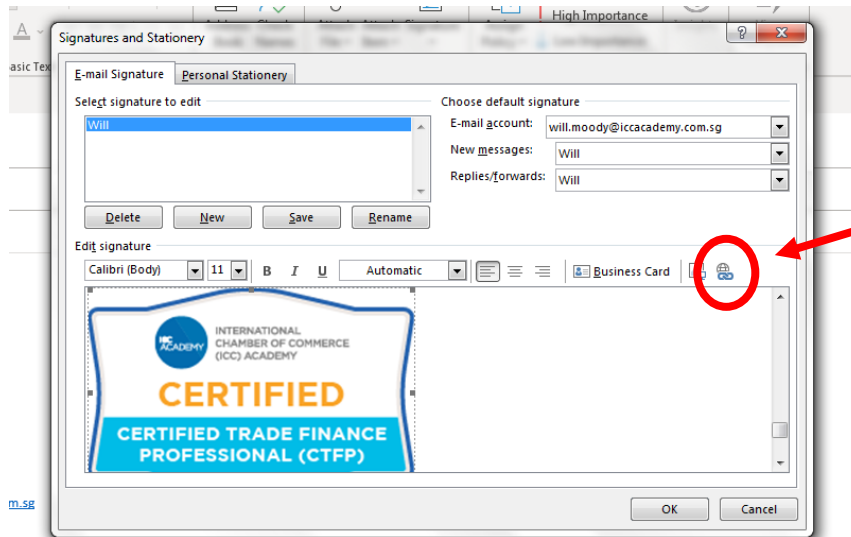
6. Insert the relevant link to your certificate in the dialog box and click 'OK'
   a. Certified Trade Finance Professional (CTFP):
      https://icc.academy/certified-trade-finance-professional/
   b. Global Trade Certificate (GTC):
      https://icc.academy/certifications/icc-global-trade-certificate/
   c. Export/Import Certificate (EIC):
      https://icc.academy/certifications/export-import-certificate/
   d. Incoterms® 2020 Certificate:
      https://icc.academy/certifications/incoterms-2020-certificate/

7. If you have more than one signature set up, make sure the one you have just created is set to 'New messages' under 'Choose default signature' in the dialog box.

8. Click 'Save' and then 'OK'