**A white and red badge with black text

Description automatically generatedHow to Add the FAAOS Digital Badge to Your Gmail**

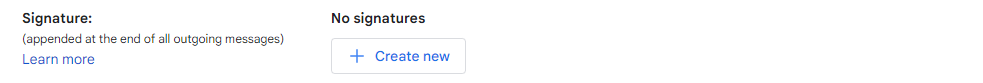
**Download your FAAOS Digital Badge from the** [**FAAOS Recognition page**](https://www.aaos.org/membership/aaos-member-resources/active-fellows-resources/FAAOS/faaos-resources/)**.**

**Click the Gear icon on the upper right-hand corner in your Gmail followed by See all settings**

**A screenshot of a computer

Description automatically generated**

**Scroll down to Signature and select Create new**

****

**Name your new signature and select Create**

**A close-up of a login screen

Description automatically generated**

**Copy and paste the template below**

|  |  |
| --- | --- |
| A white and red badge with a red stripe  Description automatically generated | **Your Name** Title  Department  Email Address  Phone Number  Website  Office Address |

**Add your information**

A screenshot of a computer

Description automatically generated

**Troubleshooting**

* **If your FAAOS badge does not appear:**
  + **Delete badge by clicking on the image and selecting remove**

A close up of a text

Description automatically generated

* + **To reupload – select insert image icon**



* + **Upload FAAOS badge**

A screenshot of a cellphone

Description automatically generated

* + **Resize by clicking on the image and selecting Small**



* **If the text needs adjusting**
  + **Select text and click on the downwards arrow on the bottom right corner and select the Remove Formatting tool (first one on the right)**

A screenshot of a computer

Description automatically generated

* + **Adjust your text as needed**

**Scroll down to the bottom and select Save Changes**