**How 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**

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

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**Name your new signature and select Create**

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**Copy and paste the template below**

|  |  |
| --- | --- |
| A white and red badge with a red stripe  Description automatically generated | **Your Name**TitleDepartmentEmail AddressPhone NumberWebsiteOffice Address |

**Add your information**



**Troubleshooting**

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



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



* + **Upload FAAOS badge**



* + **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)**



* + **Adjust your text as needed**

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