**A white and red badge with black text

Description automatically generatedHow to Add the FAAOS Digital Badge to Your Outlook Email**

**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 File in the upper-left hand corner of your Outlook window**

A screenshot of a computer

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**Select Options on the bottom left hand corner**

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**A new window will open. Select Mail on the left hand side and then click on SignatureA screenshot of a computer

Description automatically generated**

**Select the signature you would like to edit or create a new one**

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**Copy and paste template below to the signature box and add your information**

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

**Fill in your information**

A screenshot of a email

Description automatically generated

**Select Ok to save your changes**