



Are you a proud member of Professional Liverpool?

Would you be happy to showcase that you are a PL member?

Sean from <u>Foursquare Group</u> has thought up the brilliant idea of introducing a PL Member 'badge' (see below) that you can showcase on your social media, email signatures and websites!



How to add the PL badge to your email signature:

Outlook on PC/Laptop

1. Create a new email

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2. Click on 'Signatures' then click again on the drop down

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3. Select existing signature and select image

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4. Click on the desired location and select the image 'Member.jpg' and insert.

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5. Right click the image and click on 'Insert Link'

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6. Go to the Professional Liverpool website, and go to 'Members'





7. Search your business in 'Member search' then copy the URL once the page loads

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PROFESSIONAL LIVERPOOL	Become a Member 🔰 🛎 Sign In

8. Copy URL into the URL in the signature and press 'OK'



9. Finished