

SIGNATURE BADGE KIT

How to Add the Opendock Badge to Gmail

1. Go to Gmail → click the gear icon → See all settings
2. Scroll to Signature
3. Click Create new or edit an existing signature
4. Click the Insert Image icon
5. Upload the Opendock badge (PNG or JPG)
6. Highlight the image → click Link
7. Link it to: [Opendock Carrier Portal](#)
8. Save changes

How to Add the Opendock Badge in Outlook (Web or Desktop)

Outlook Web:

1. Go to Settings → View all Outlook settings
2. Go to Mail → Compose and reply
3. Under Signature, click the Insert Picture icon
4. Upload the Opendock badge
5. Highlight image → click Insert link
6. Save

Outlook Desktop:

1. Open Outlook → File → Options → Mail
2. Click Signatures
3. Create or edit a signature
4. Insert the badge via the Insert Picture icon
5. Save