

ADDING A COMMUNITY LOGO

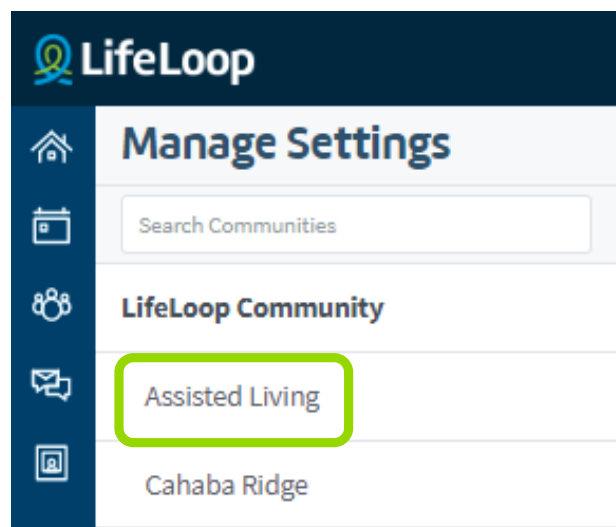
STEP 1

To add your community logo to LifeLoop, go to **Manage Settings** (gear icon on the top right of your screen next to your name)*.



STEP 2

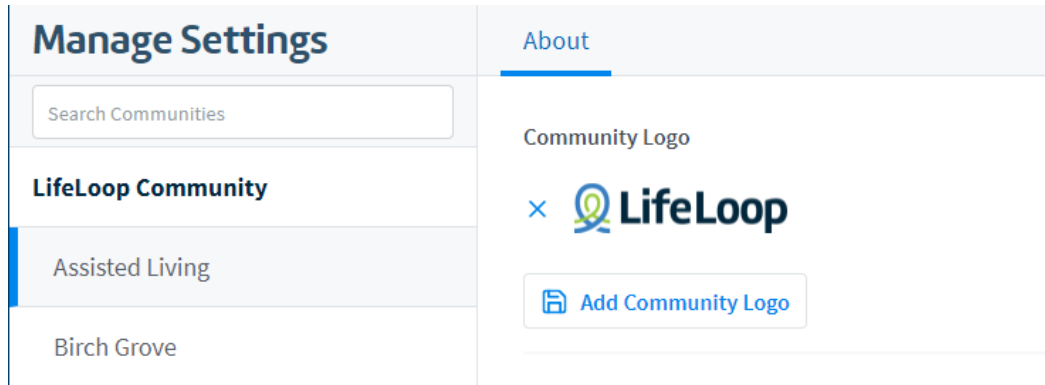
Select the community that you would like to add a logo to.



**If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.*

STEP 3

Click **Add Community Logo** and select your desired logo from the files on your computer.



STEP 4

Once you see your logo in the settings, click **Update Community** at the bottom right of your screen and you will be good to go!

Update Community

NOTE

Your community logo will now appear automatically in weekly summary emails, announcements, and embedded calendars.