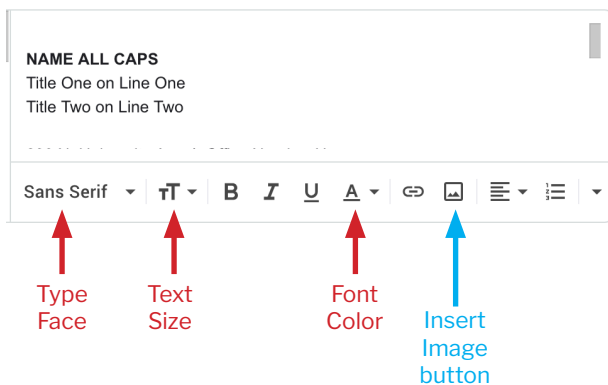


# SETTING YOUR EMAIL SIGNATURE WITH GRAPHIC

1. Log into your Gmail account, select the **Settings** button, and then select **See all settings**.



2. Scroll to the **Signature** section to edit your existing signature. Alternatively, you can create a new signature by selecting the **+ Create new** button. When prompted, name your new signature and then select **Create**.



3. In the text field, type your contact information. Style it like the sample below using the **Sans Serif** typeface, **Normal** text size, and black text color (Please note which text is bolded in the sample and then bold that same text in your own signature):

## YOUR NAME IN ALL CAPS

Title One on First Line

Title Two on Second Line (optional)

830 N. University Ave | Your Office Number

Ann Arbor, MI 48109

**P:** 734-000-0000 | **E:** addresshere@umich.edu

**Website:** culturejourney.umich.edu

4. With your cursor at the end of the last line of text, return three times. The email signature graphic will be inserted here.

5. Select the **Insert image** button (see illustration above) and then select **Upload**.

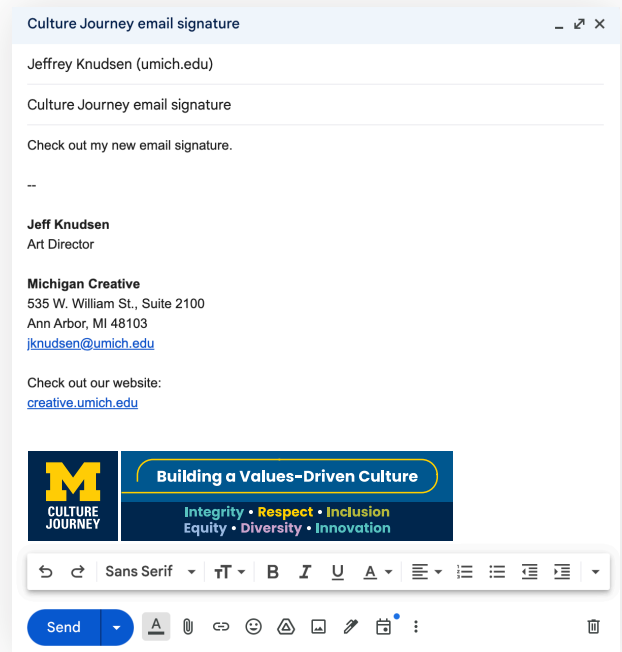
6. Upload the Culture Journey email sign graphic (png or jpeg file).

7. The logo will be placed below your signature and will appear oversized. To adjust it to the proper size, click on the logo and select **Large** in the prompt.

8. If you edited an existing signature, you can scroll to the bottom of the settings page and click the **Save Changes** button.

If you created a new signature, make sure the signature defaults (located below the **+ Create New** button) are set to the name of your new signature. Then scroll to the bottom of the page and click the **Save Changes** button.

9. Review your email signature by composing a new email. The signature should look similar to the one below:



4. With your cursor at the end of the last line of text, return three times. The email signature graphic will be inserted here.

5. Select the **Insert image** button (see illustration above) and then select **Upload**.