Instructions on setting up your email signature:

1. Download the "Email Digital Signature Template" on the staff portal
2. Open the file in Microsoft Word
3. Edit your name and Title, maintaining the same formatting (all caps)
4. Select the image (shortcut is to hit command + a)
5. Copy it (shortcut is to hit command + c)
6. Log into gmail
7. In the upper right corner, click on the gear-looking button
8. From the drop-down menu, select "Settings"
9. Scroll down until you see a field called "Signature". Click on the button to enable signatures (the button right below "No Signature").
10. In the signature box, hit paste (shortcut is command + v)
11. Scroll to the bottom of the page and click "save changes"

Please note that this will NOT transfer this signature to your iphone gmail app. You have to create a separate signature for your phone, if you desire, and you cannot do this type of formatting...it has to be simpler. I am choosing not to use a signature on my phone, as I typically send more casual emails from my phone that don't need a signature. But if you want to send an official looking email, you'll need to use your laptop.