Gmail Instructions

1. Hover over the gear icon in the upper right hand corner, and select "Settings."



2. Scroll to the Signature section, and delete all contents of the signature box.

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	Settings	→ Q +Jessica III O II ()		
	General Labels Offline Themes	Inbox Accounts and Import Filters POP/IMAP Download Chat Labs		
	Create contacts for auto- complete:	 When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time I'll add contacts myself 		
	Signature: (appended at the end of all outgoing messages) Learn more	● No signature ■ Sans Serif - +T - B I U A - CO ■ ■ + 注 := := := 		
		$\ensuremath{\mathscr{O}}$ Insert this signature before quoted text in replies and remove the "" line that precedes it.		
	Personal level indicators:	 No indicators Show indicators - Display an arrow () by messages sent to my address (not a mailing list), and a double arrow () by messages sent only to me. 		
	Snippets:	 Show snippets - Show snippets of the message (like Google web search!). No snippets - Show subject only. 		
	Vacation responder: (sends an automated reply to incoming processor. If a	Vacation responder off Vacation responder on First day: October 16, 2014 Last day: October 21, 2014		

3. Click the link to your html signature page so that it opens on another tab. Highlight the entire signature and right click (over the text, not the image) and select "copy".

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۶	ecore	Jessica Blakemore Associate Director of Marketing for Collaborative Program iblakemo@westca.edu 078-839-5398 1601 Maple Street, Carrollton, GA 30118	Copy Ctrl+C Search Google for 'Jessica Blakemore Associate Director of' Print Inspect element	
	Right	t click here		

4. Return to your Gmail tab, and right click in the Signature box. Select "Paste." Your signature should appear with formatting in the signature box. Make sure the second radio button is selected in the Signature section. Scroll to the bottom of your page, and select "Save Changes."



