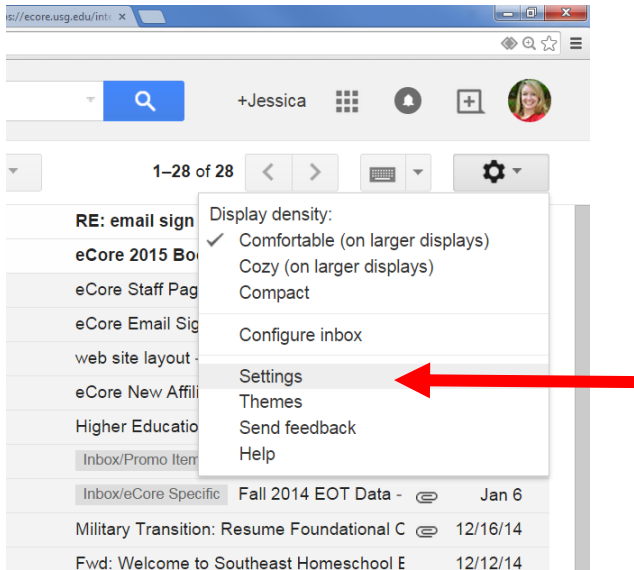
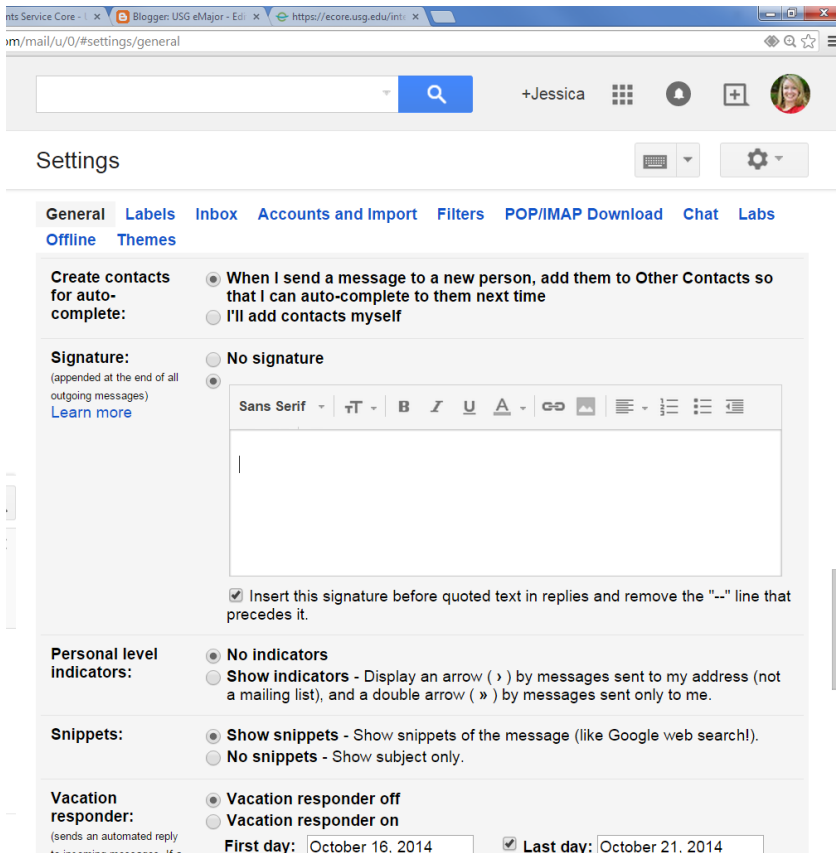


## Gmail Instructions

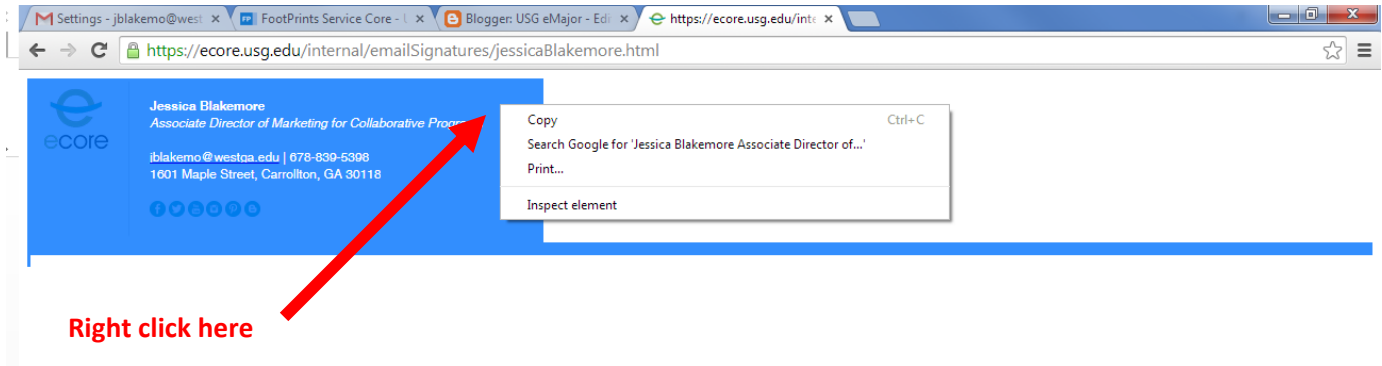
1. Hover over the gear icon in the upper right hand corner, and select "Settings."



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



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”.



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.”

