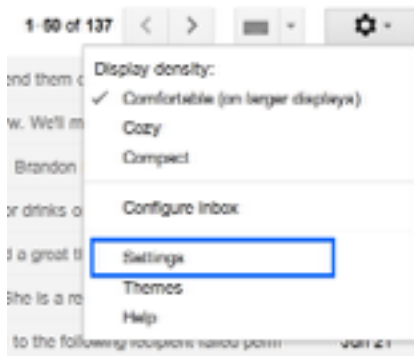


## Signature Instructions

1. Open your BlueLabs gmail account and click on the options gear.



2. Click on settings.



3. Make sure you are on the general tab.



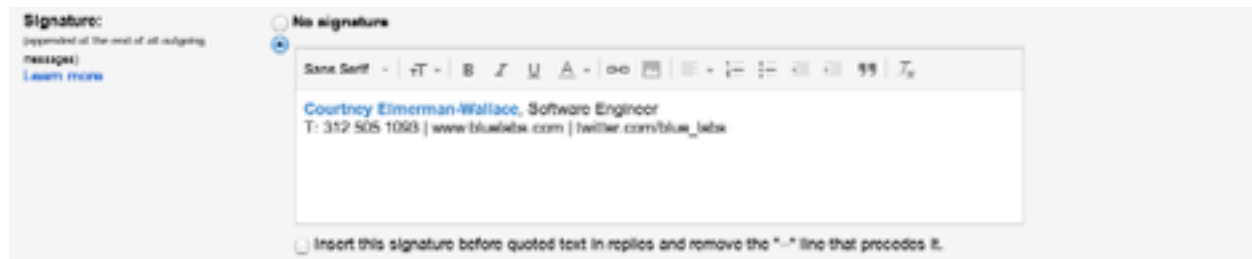
4. Scroll down the page to find the signatures section. Click the radio button below "No Signature" to activate a new signature and then paste the following signature into the text editor.

[FULL NAME]

T: [PHONE NUMBER] | www.bluelabs.com | twitter.com/blue\_labs



5. Replace the text in the brackets "[ ]" with your information. It should end up looking something like this:



The screenshot shows the Gmail signature editor. On the left, under 'Signature:', it says '(appears at the end of all outgoing messages)' and has a 'Learn more' link. On the right, there are two radio buttons: 'No signature' (selected) and a plus icon. Below the radio buttons is a text area with a rich text editor toolbar. The text in the area is: 'Courtney Elmerman-Wallace, Software Engineer' followed by 'T: 352 505 1093 | www.bluebix.com | twitter.com/blue\_bix'. At the bottom of the text area is a checkbox labeled 'Insert this signature before quoted text in replies and remove the "-" line that precedes it.'

6. Once you are finished scroll to the bottom and save all of the changes.



The screenshot shows the bottom of the Gmail settings page. At the top of this section are two buttons: 'Save Changes' (highlighted with a blue box) and 'Cancel'. Below the buttons, on the left, is '9% full (using 0.1 GB of your 30 GB)'. In the center is '©2014 Google - Terms of Service - Privacy Policy - Program Policies' and 'Powered by Google'. On the right is 'Last account activity: 5 minutes ago Details'.

Let me know if any part of this doesn't make sense.