

Creating Your Chef Email Signature



As a valued member of our Chef team, we'd like you to join us in using our standard email signature.

Key Features:

- chef.io email address (you@chef.io)
 - Please do not use chef.com
 - Please do not use getchef.com
- CHEF™ logo with trademark symbol
- Customizable social media links



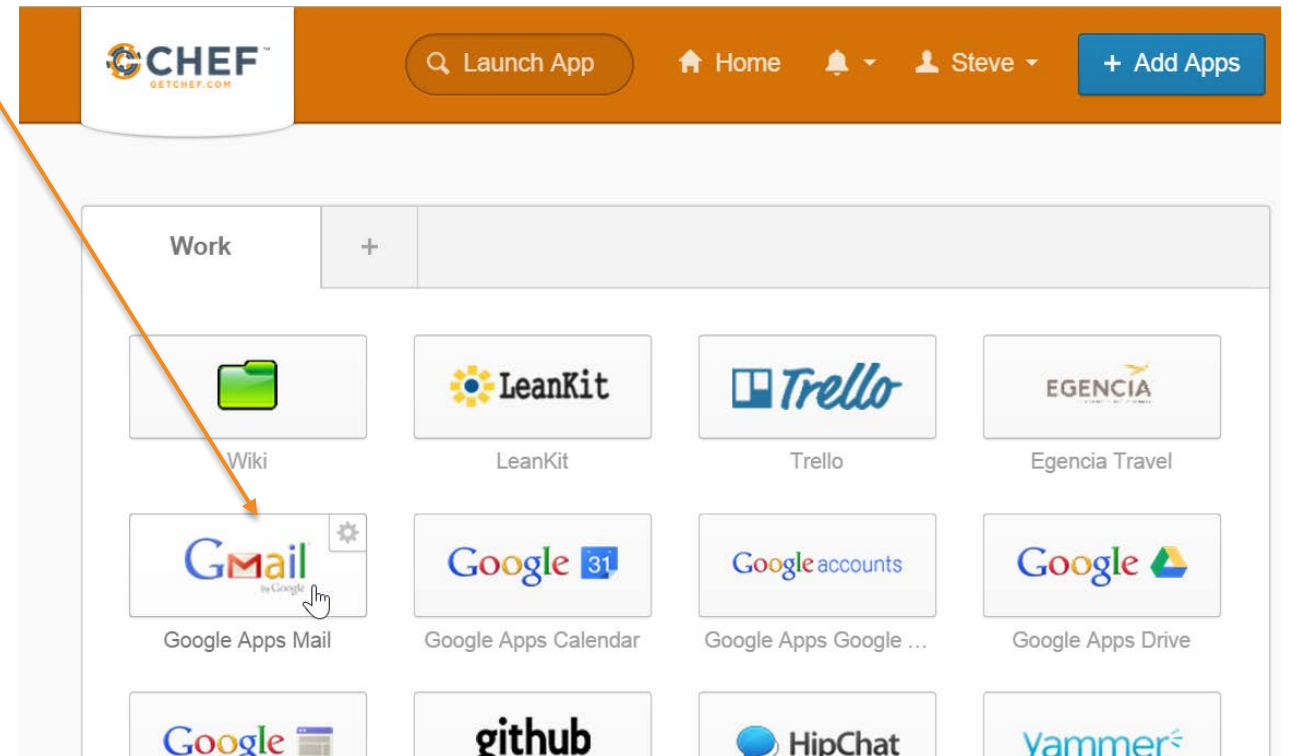
Creating Your Chef Email Signature



If you use our Gmail webmail service only, then you'll only need to perform the Webmail steps in this presentation.

If you use an email client only, such as Outlook, then you'll need to perform similar steps in your email client Mail settings.

If you use both, well, you guessed it, you'll want to configure both systems.

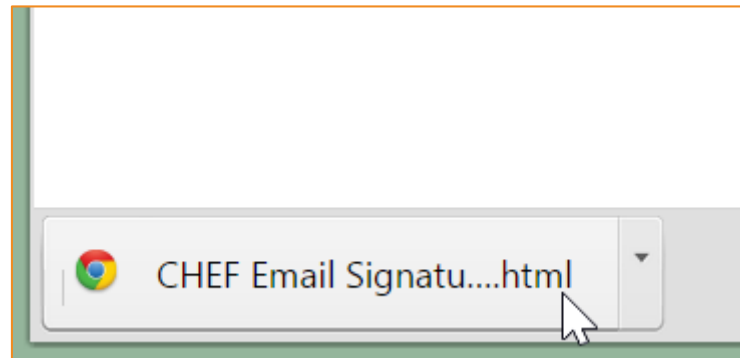


Creating Your Chef Email Signature - Gmail Webmail



Steps

1. Click this link: [Chef Email Signature Download Link](#) (This may take moment to download.)
2. The signature file should download to your laptop so click the file to open it. You may need to look in your Downloads folder if the file doesn't appear at the bottom of your browser.



Creating Your Chef Email Signature - Gmail Webmail



Steps

3. From the resulting page, select all and copy the contents of the template.
- ✓ **Tip:** You can use hot keys to select and copy the contents by using **Ctrl a** and then **Ctrl c**.

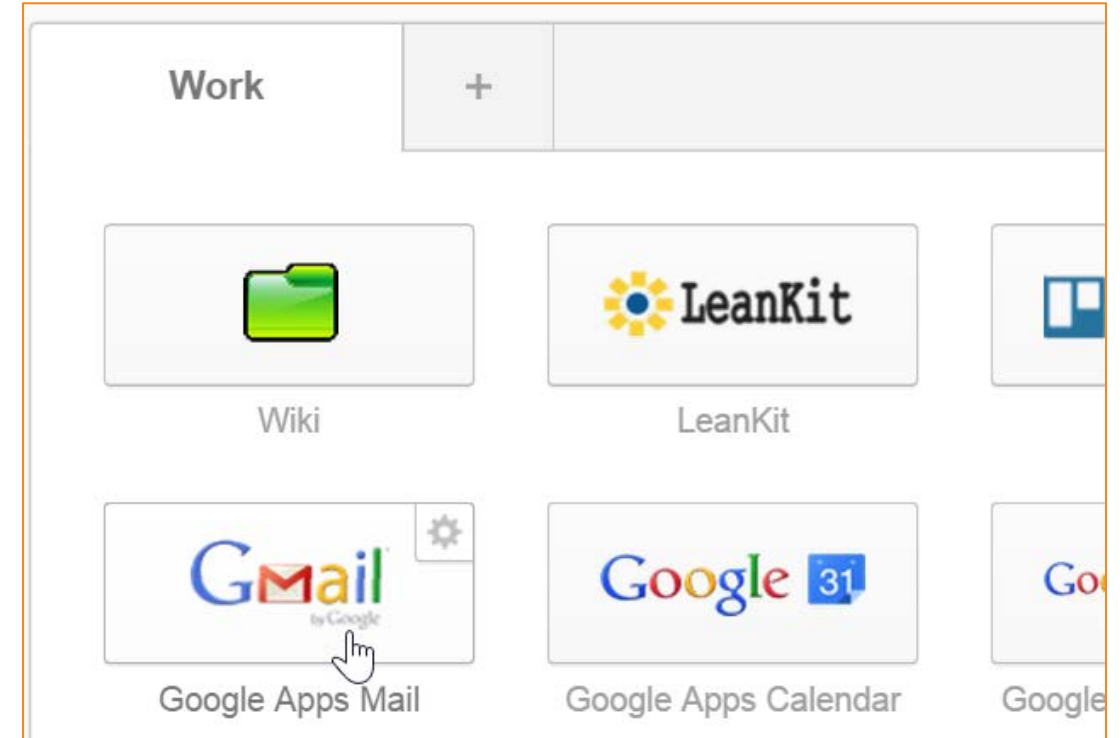


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Steps

4. Launch your Google Apps Mail if it's not already open.

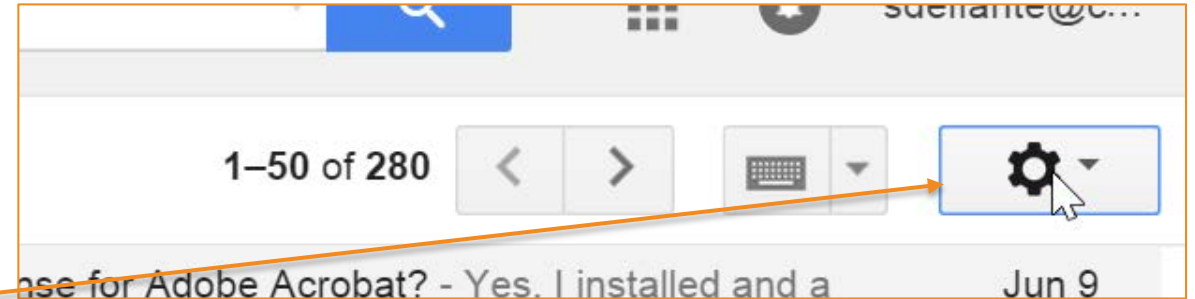


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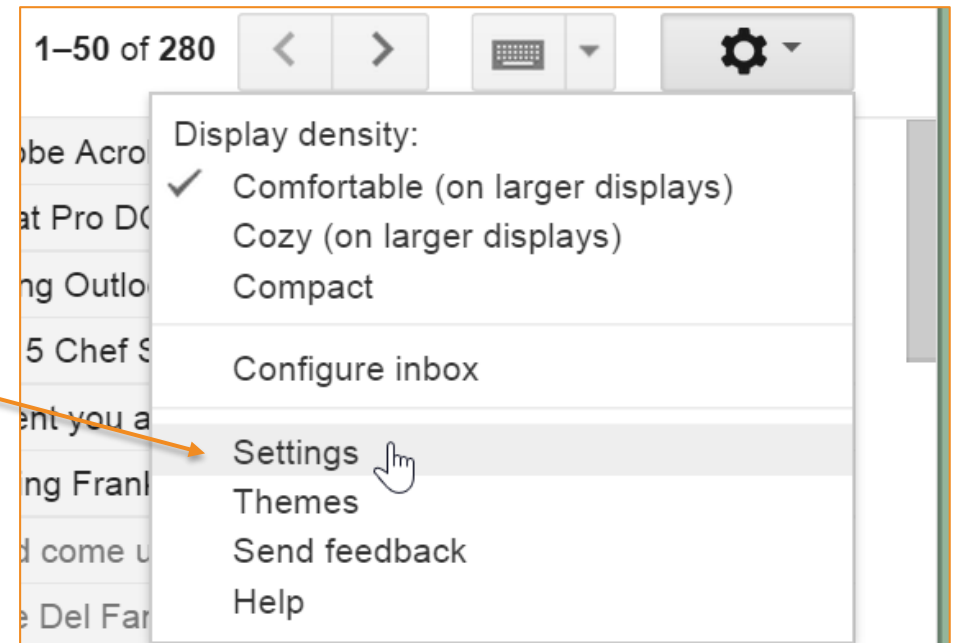


Steps

- From the top-right of your webmail page, click the **Gear** icon.



- Click **Settings**.



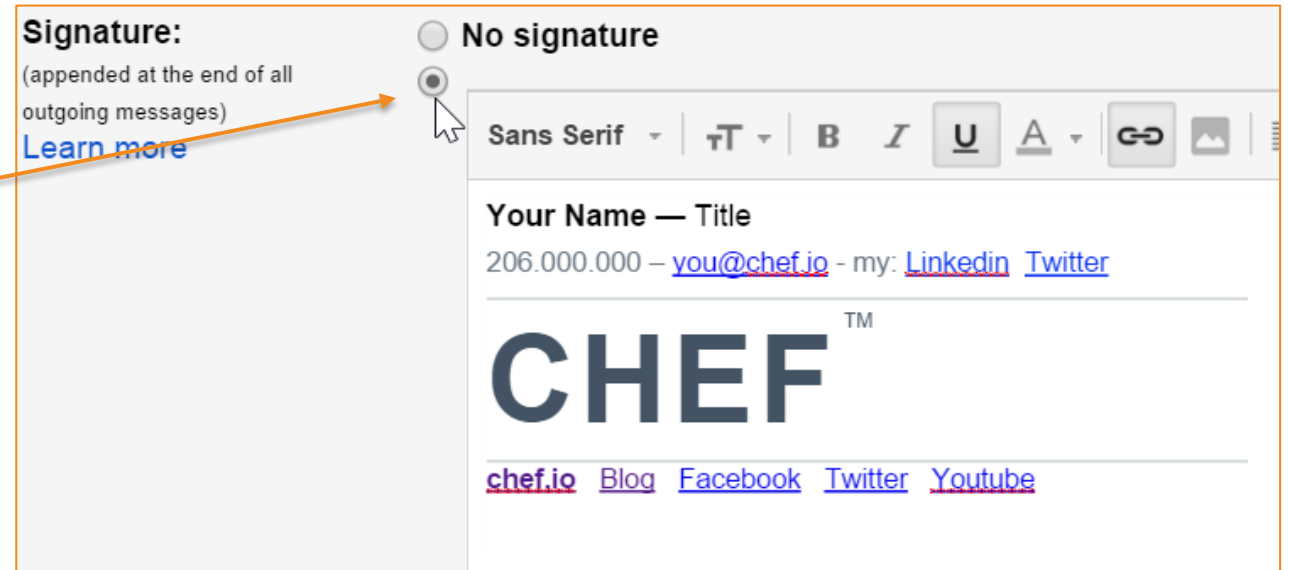
Creating Your Chef Email Signature - Gmail Webmail



Steps

7. Scroll down to the Signature section of the Settings page (under the General tab), and paste the contents that you copied in a previous step.

✓ **Note:** Be sure to click the **radio button** that's below the "No Signature" radio button.

A screenshot of the Gmail 'Signature' settings page. At the top, there are two radio buttons: 'No signature' (which is currently selected) and an unselected one below it. An orange arrow points from the text 'radio button' in the note to the unselected radio button. Below the radio buttons is a text area for the signature. The text area contains a rich text signature: 'Your Name — Title', '206.000.000 — you@chef.io - my: LinkedIn Twitter', a large 'CHEF' logo with a trademark symbol, and a row of links: 'chef.io', 'Blog', 'Facebook', 'Twitter', and 'Youtube'. Above the text area is a formatting toolbar with options for font face (Sans Serif), font size, bold, italic, underline, text color, link, and image insertion.

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Steps

8. Customize the signature with your specific information by typing the following over the template text:

- Your name
- Your title
- Your phone number

A screenshot of the Gmail signature editor. On the left, the text 'Signature: (appended at the end of all outgoing messages)' is shown with a 'Learn more' link. On the right, there are two radio buttons: 'No signature' (unselected) and a selected one (indicated by a mouse cursor). Below the radio buttons is a rich text editor toolbar with options for font face (Sans Serif), size, bold, italic, underline, text color, and background color. The signature text is displayed in the editor area: 'Your Name — Title' (highlighted with an orange box), '206.000.000' (highlighted with an orange box), 'you@chef.io' (highlighted with an orange box), and 'my: LinkedIn Twitter'. Below this is a horizontal line, followed by the 'CHEF' logo with a 'TM' trademark symbol. At the bottom, another horizontal line is followed by the links 'chef.io', 'Blog', 'Facebook', 'Twitter', and 'Youtube'.

Creating Your Chef Email Signature - Gmail Webmail





Steps

9. Customize your email address by clicking the **email address** link and then clicking **Change**.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

☐ No signature

Sans Serif | T | B | I | U | A |  

Your Name — Title
206.000.000 — [you@chef.io](#) - my: [Linkedin](#) [Twitter](#)

jamie@chef.io | [Change](#) | [Remove](#)

CHEF

[chef.io](#) [Blog](#) [Facebook](#) [Twitter](#) [Youtube](#)

Creating Your Chef Email Signature - Gmail Webmail



Steps

10. Type your @chef.io email address in the two fields and then click **OK**.

Edit Link

Text to display:

Link to:

☐ Web address

☒ **Email address**

To what email address should this link?

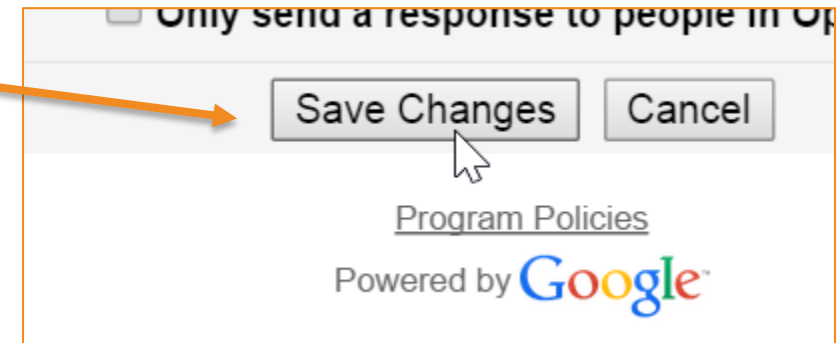
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Steps

11. At this point you could scroll down and click the **Save Changes** button and you'd be good to go if you use only Gmail webmail.

- ✓ **Note:** You can customize your social media links if you like. We'll show you how on the next slide.



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Optional Steps

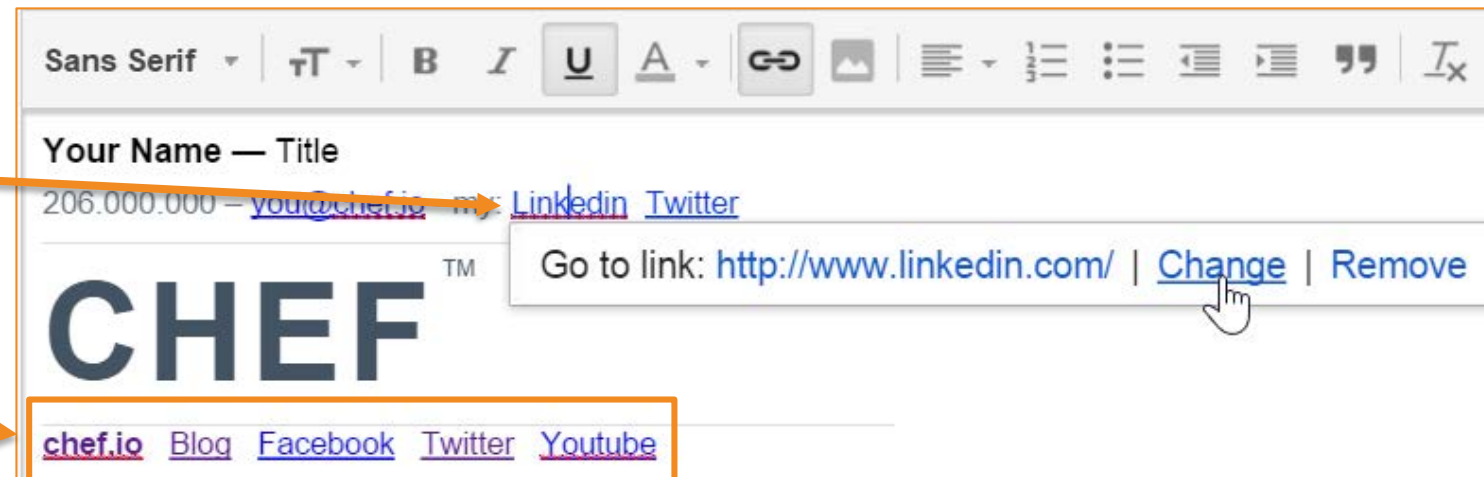
If you like, you can change the URLs for the Facebook and/or Twitter links to your own Facebook and/or Twitter URLs by clicking each of those links and then clicking the **Change** link.

If you don't want to do that, just remove those links by backspacing over them.

Don't forget to save!

You can change these

Not these please



Creating Your Chef Email Signature - Email Client



You can also paste your customized signature into an email client such as Outlook.

The easiest way to do so is to copy your customized signature from your Gmail Settings page and paste it into your email client's email settings Signature window.

For Outlook, click **File > Options > Mail** and then click the **Signatures** button to get the page shown here.

