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

Your Name — Title
206.000.000 – you@chef.io - my: Linkedin Twitter

CHEF ™

chef.io   Blog   Facebook   Twitter   Youtube

CHEF
CODE CAN

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.
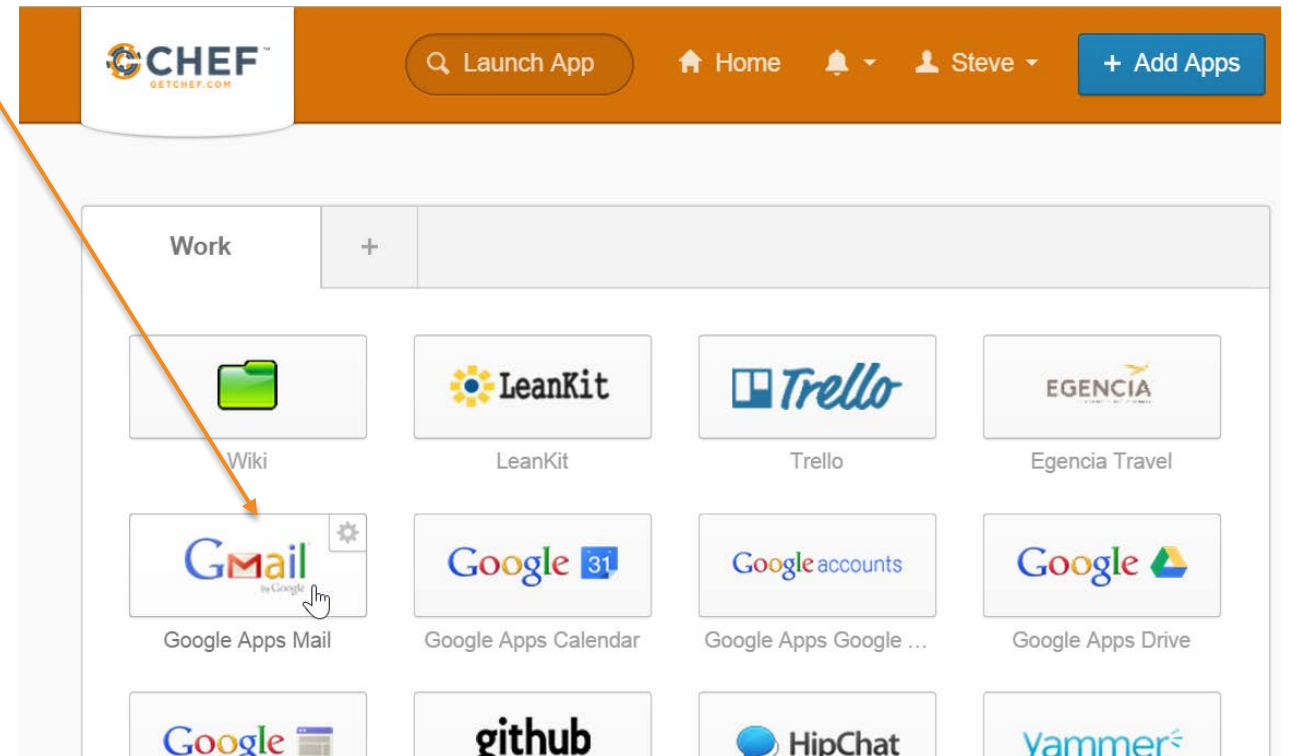
Creating Your Chef Email Signature - Gmail Webmail

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.
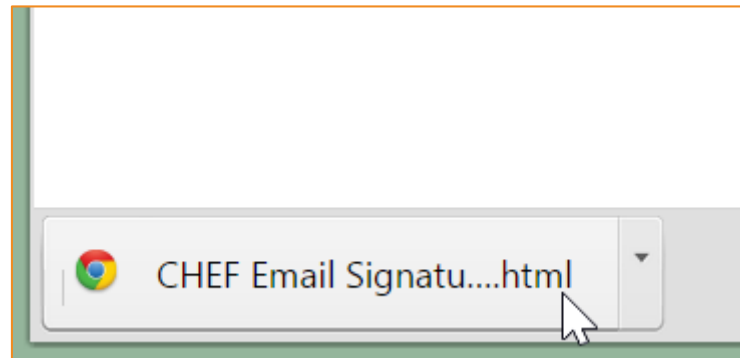
Creating Your Chef Email Signature - Gmail Webmail

Steps

3. From the resulting page, select all and copy the contents of the template.

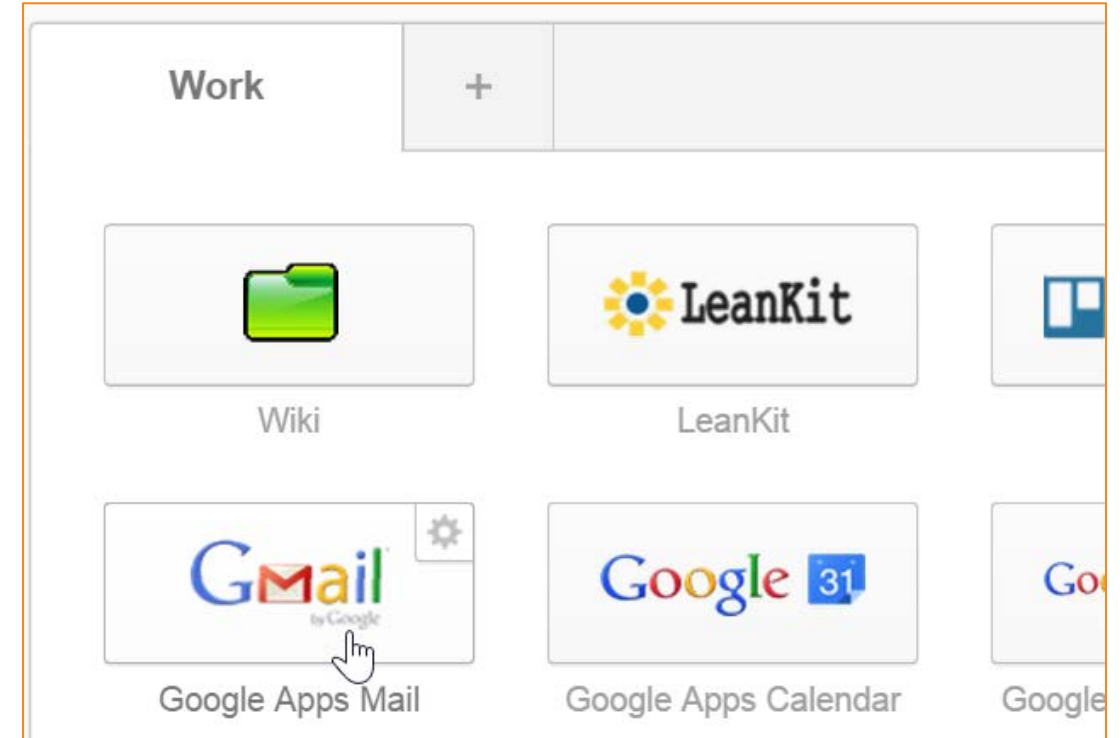✓ **Tip**: You can use hot keys to select and copy the contents by using **Ctrl a** and then **Ctrl c**.

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Steps

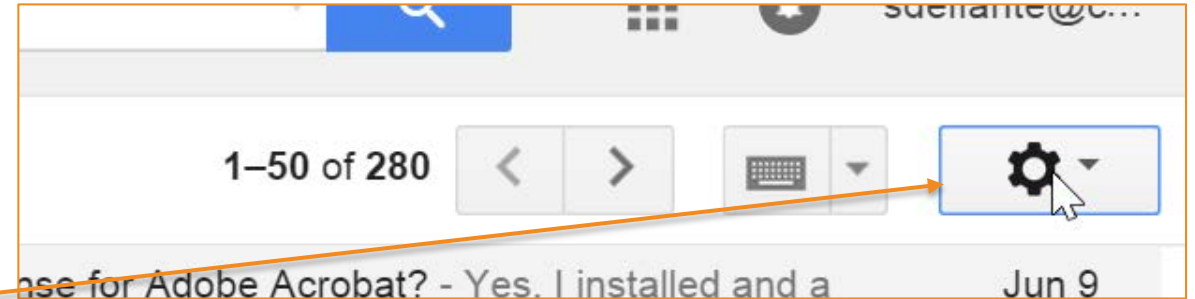4. Launch your Google Apps Mail if it's not already open.
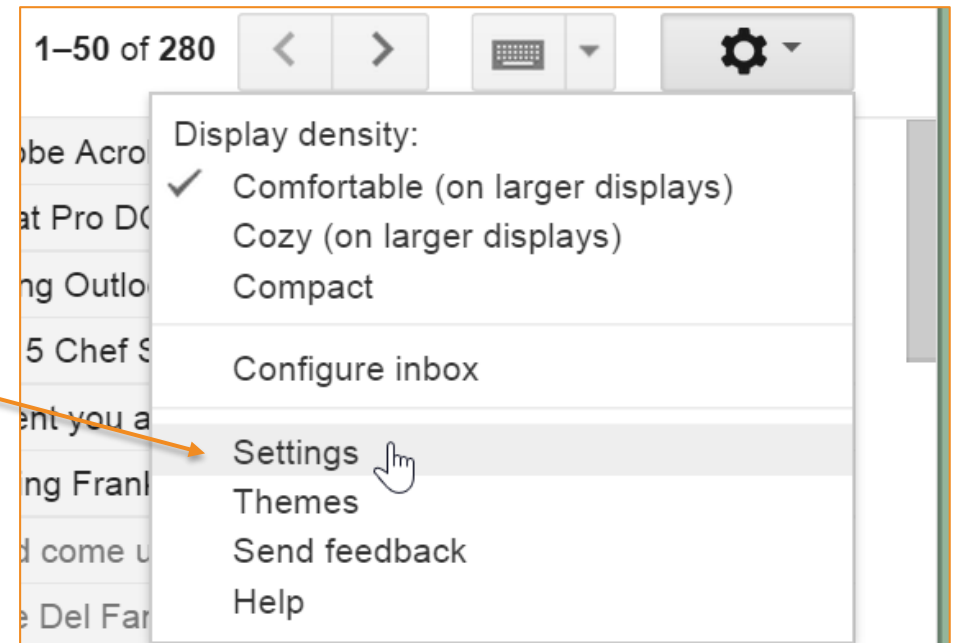
Creating Your Chef Email Signature - Gmail Webmail

Steps

5. From the top-right of your webmail page, click the **Gear** icon.
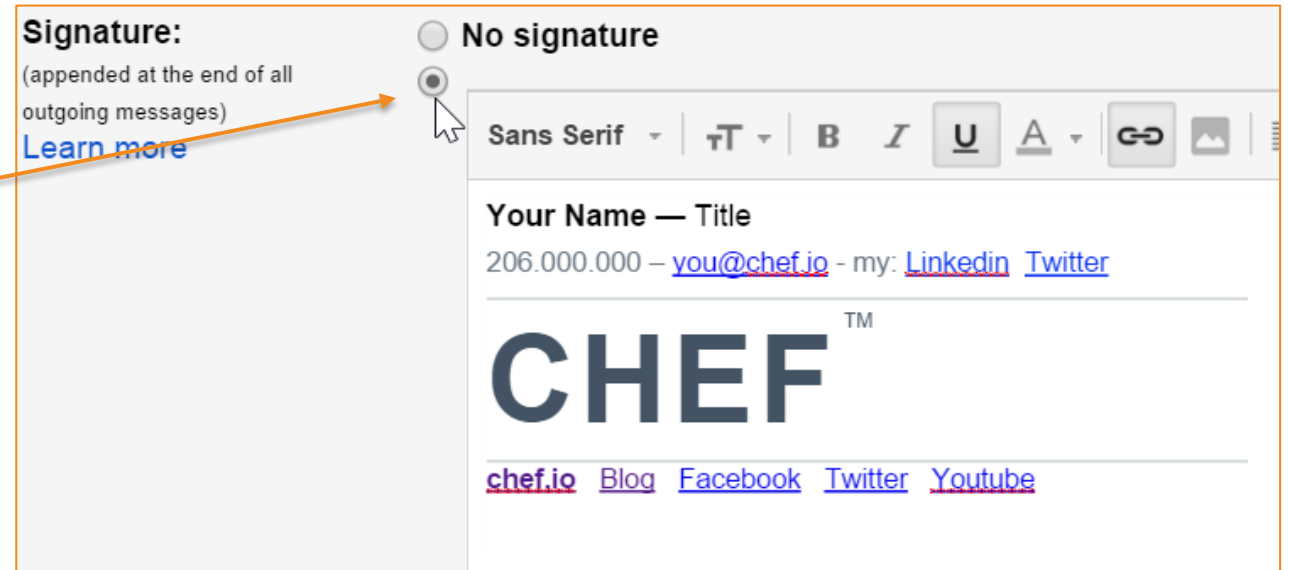
6. Click **Settings**.

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.

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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

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Steps

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

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Steps

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

Edit Link

Text to display: jdoe@chef.io

Link to:

To what email address should this link?

○ Web address

jdoe@chef.io

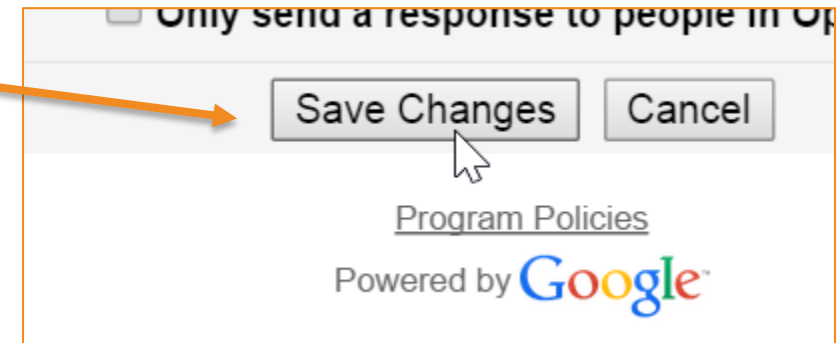◉ **Email address**

OK   Cancel

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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.

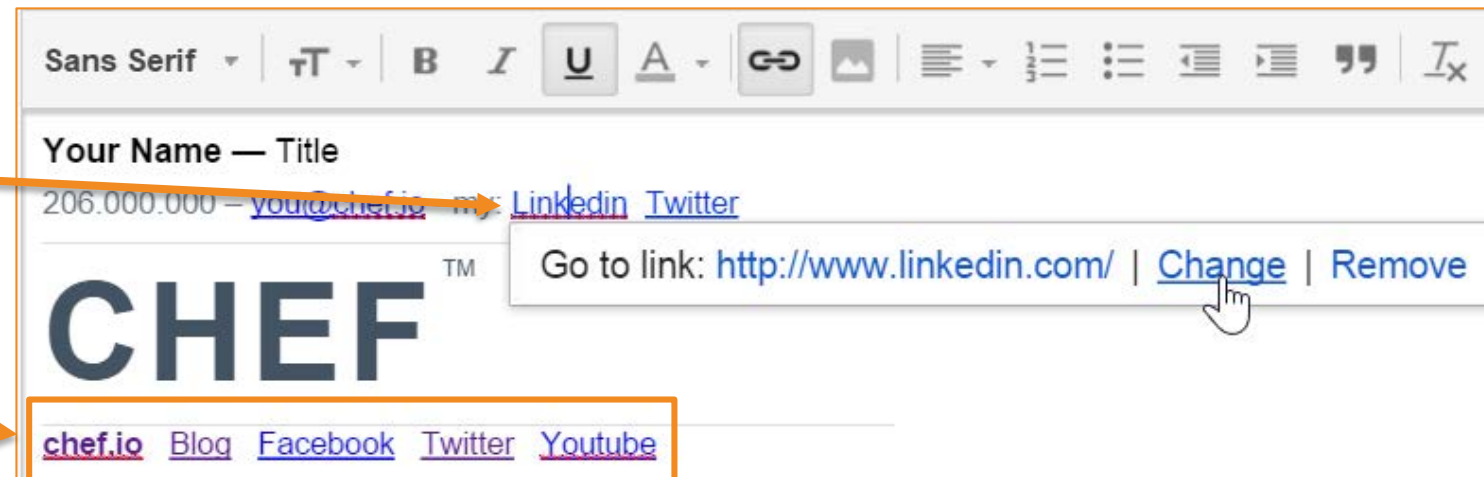# Creating Your Chef Email Signature - Gmail Webmail

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.