

GoogleMailSignatureGenerator

PA Campus

GA Campus

How-To

How-To

1. Select your campus - Philadelphia (PA) or Georgia (GA) from the tabs.



Fig.1 Tabs

2. Fill out each of the form's fields and tab to the next field noticing as you tab that your information replaces the default information in the signature

Name

John Doe

Title

General Technologist

Fig.2.1 Fields Filled In

Philadelphia Campus

John Doe
General Technologist
Philadelphia College of Osteopathic Medicine
4180 City Avenue
Philadelphia, PA 19131

215.871.2112 | 215.871.2110 fax

PHILADELPHIA COLLEGE OF
OSTEOPATHIC MEDICINE



Fig.2.2 Updated Information

3. Then select and copy the formatted signature that is generated with your information at the bottom of the form
1. Press and hold left mouse button starting from right-hand side of the LinkedIn icon and drag up to the left-hand side of your name

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Fig.3.1 Signature Selected

2. Right-click and select copy from the menu

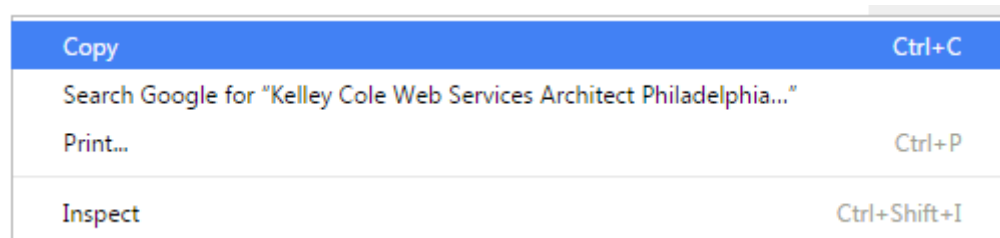

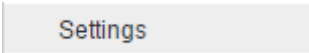


Fig.3.2 Copy

4. It will then be placed onto your clipboard and can then be pasted into your Google email client as follows

1. Select the  in the upper right-hand corner of Google Mail
2. From the dropdown select 

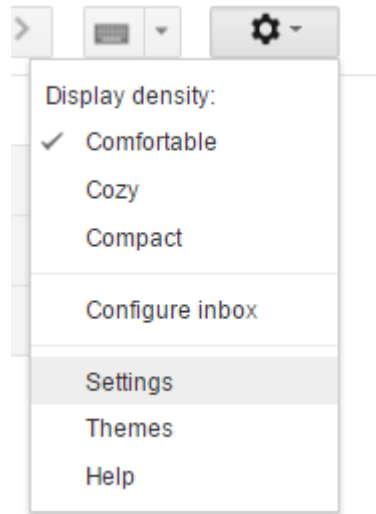


Fig.4.1 Google Mail Settings Dropdown

3. From the Settings page scroll down until you see the Signature section



Fig.4.2 Google Mail Signature Section

4. Right-click inside the signature window and from the pop-up select



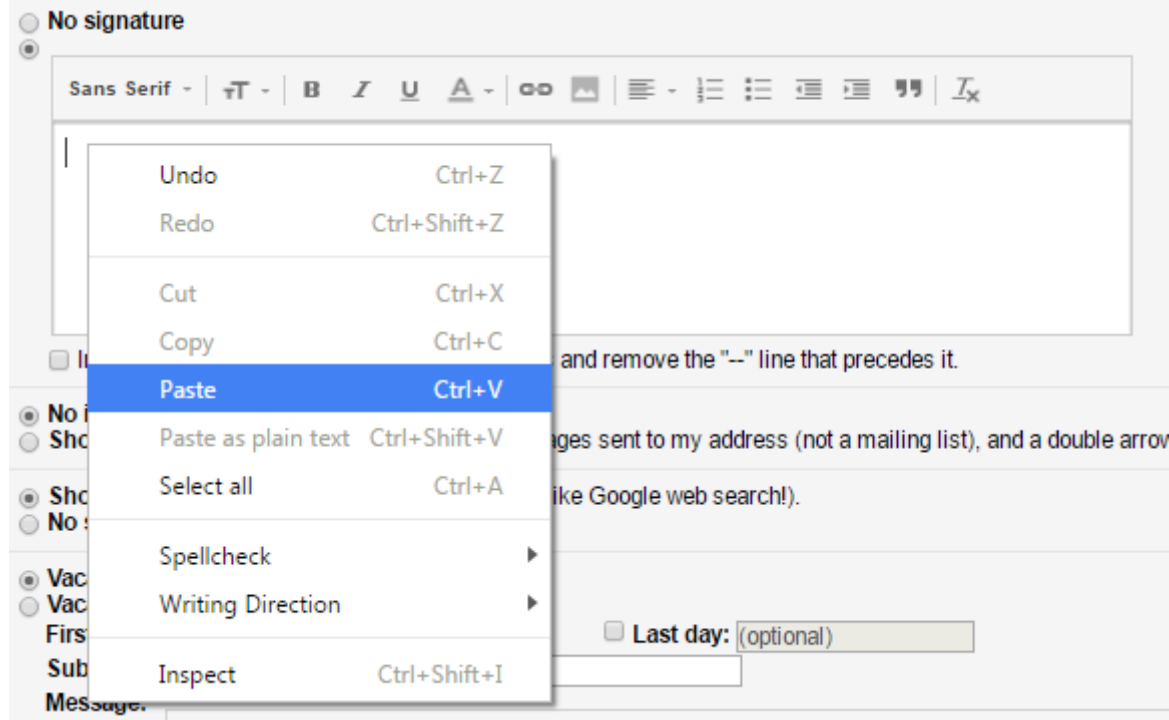


Fig.4.3 Paste Created Signature from Clipboard to Signature Field

5. Your new signature should look similar to the signature below - (but with your information)

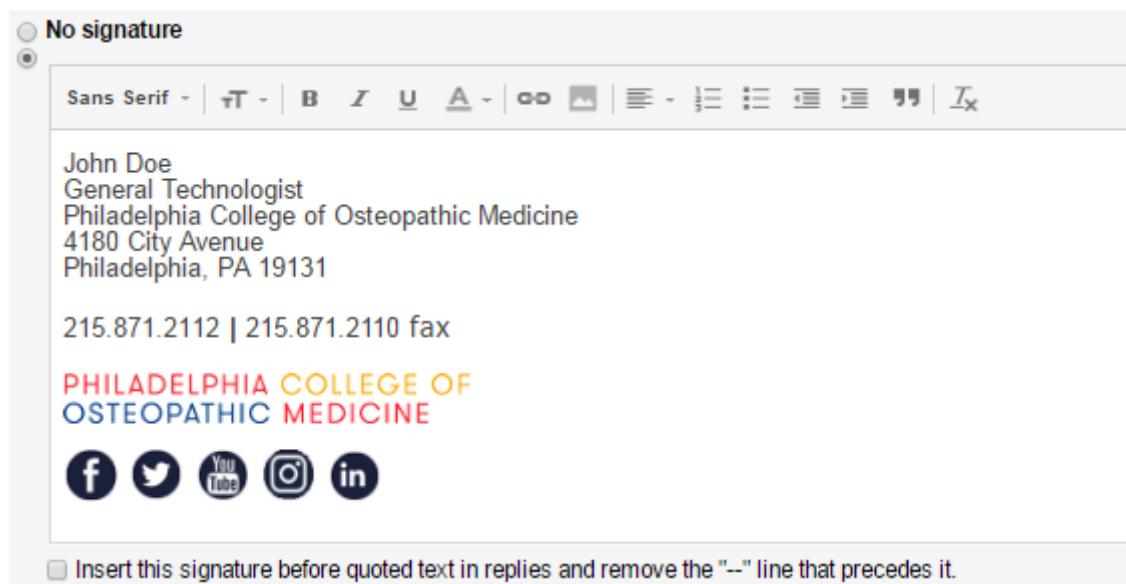


Fig.4.4 New Signature

6. Scroll to the bottom until you see the  button and then click

Save Changes

to save your new signature

☒ Vacation responder off
☐ Vacation responder on

First day: ☐ Last day:

Subject:

Message:

Sans Serif - **B** *I* U A -

« Plain Text

☐ Only send a response to people in my Contacts
☐ Only send a response to people in Philadelphia College of Osteopathic Medicine

Save Changes Cancel

Fig.4.5 Save changes to New Signature

5. The final step is to make sure our new signature is indeed working.

1. Select the **COMPOSE** button to bring up a New email message
2. Verify the draft email has been updated to your new signature -
CONGRATULATIONS!

New Message

Recipients






Subject



--

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Sans Serif |  | **B** *I* U  | 