

# GoogleMailSignatureGenerator

PA Campus

GA Campus

How-To

## How-To

Download version suitable for print ([\\_resources/pdf/sigGenUserGuide.pdf](#))



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

**Primary Title**

Web Architect

**Secondary Title**

Senior Web Technologist

**Building Name** - (Evans Hall, Levin Administration Building, Rowland Hall)

Rowland Hall

**Building Number** - (4170, 4180, 4190)

4190

**Office Phone** (ex. 215-871-2112)

215-871-2112

**Mobile Phone** (optional)

215-871-2113

**Fax Number** (optional)

215-871-2718

**Fig.2.1 Fields Filled In**

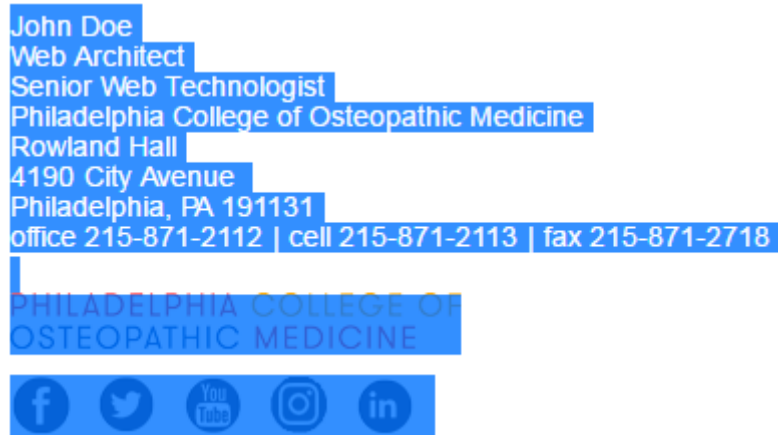
John Doe  
Web Architect  
Senior Web Technologist  
Philadelphia College of Osteopathic Medicine  
Rowland Hall  
4190 City Avenue  
Philadelphia, PA 191131  
office 215-871-2112 | cell 215-871-2113 | fax 215-871-2718

PHILADELPHIA COLLEGE OF  
OSTEOPATHIC MEDICINE



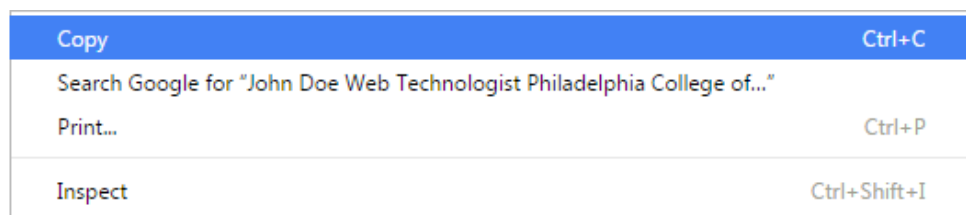
**Fig.2.2 Updated Information**

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




**Fig.3.1 Signature Selected**

2. Right-click and select copy from the menu

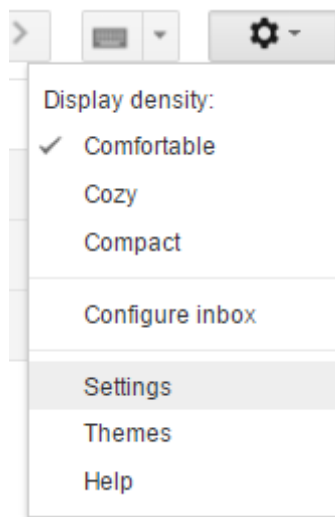


**Fig.3.2 Copy**

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 



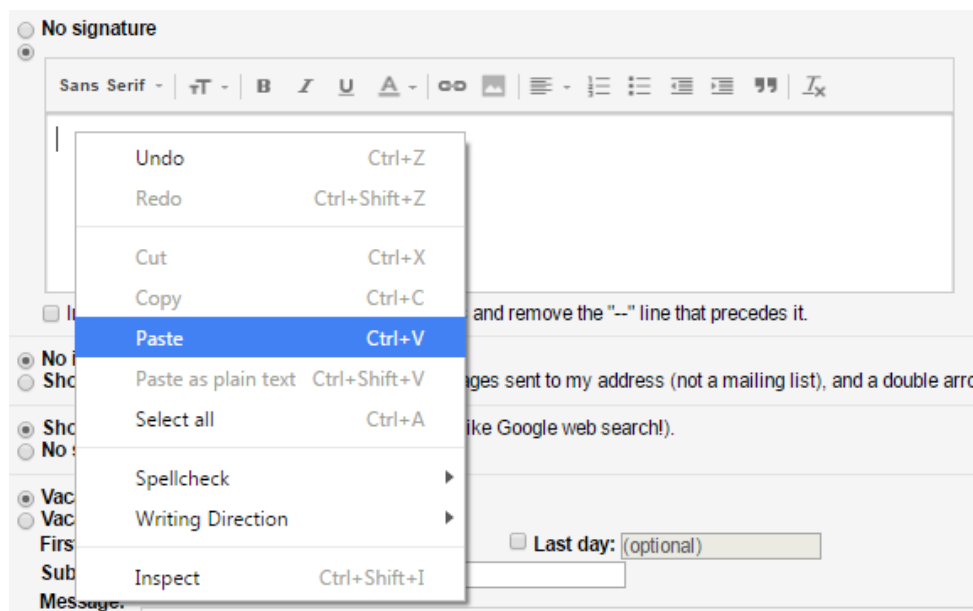
**Fig.4.1 Google Mail Settings Dropdown**

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



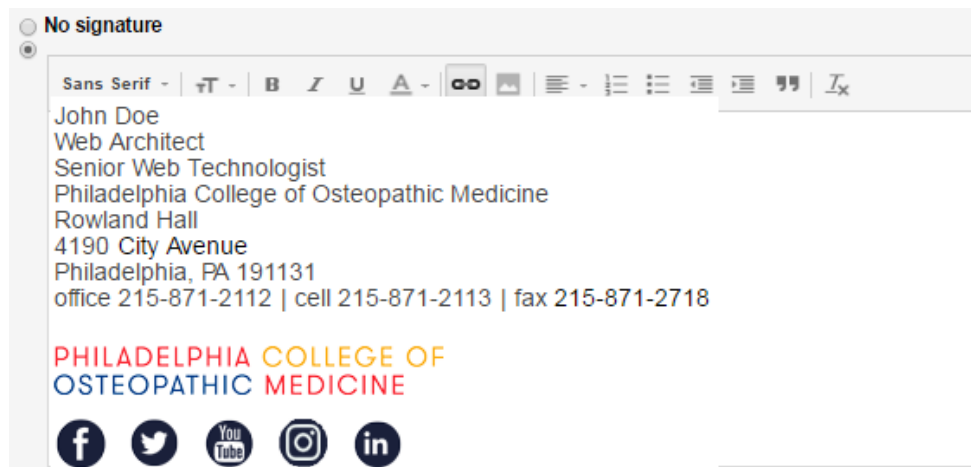
**Fig.4.2 Google Mail Signature Section**

4. Right-click inside the signature window and from the pop-up select **Paste** **Ctrl+V**



**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)



☐ No signature

Sans Serif - [font size] - [bold] [italic] [underline] [text color] [background color] [list] [link] [unlink] [undo] [redo]

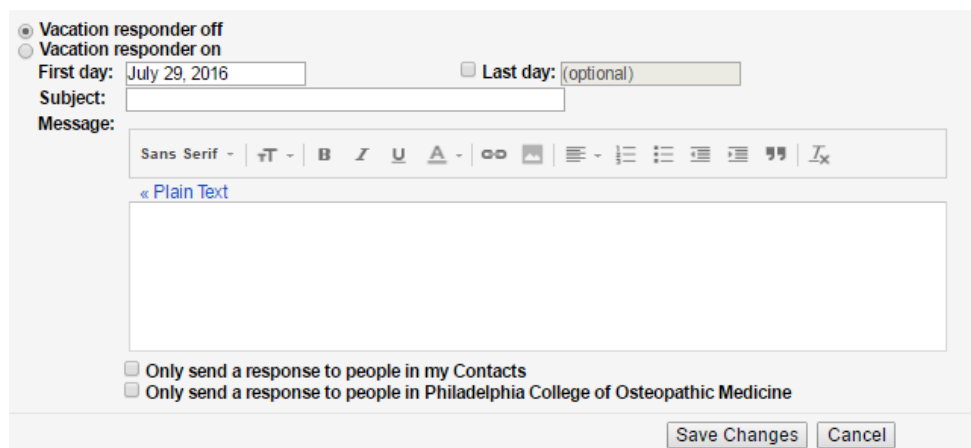
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[Facebook] [Twitter] [YouTube] [Instagram] [LinkedIn]

**Fig.4.4 New Signature**

6. Scroll to the bottom until you see the **Save Changes** button and then click **Save Changes** to save your new signature



☒ Vacation responder off  
☐ Vacation responder on

First day: July 29, 2016 Last day: (optional)

Subject:

Message:

Sans Serif - [font size] - [bold] [italic] [underline] [text color] [background color] [list] [link] [unlink] [undo] [redo]

« 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!

