

GoogleMailSignatureGenerator

PA Campus

GA Campus

How-To

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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

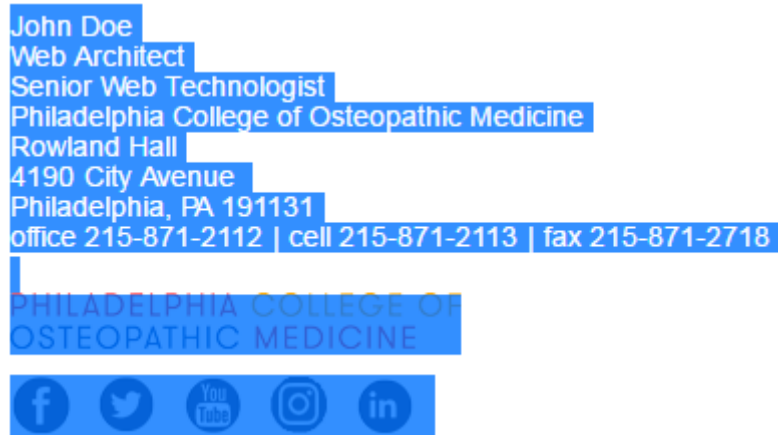


Fig.3.1 Signature Selected

2. Right-click and select copy from the menu

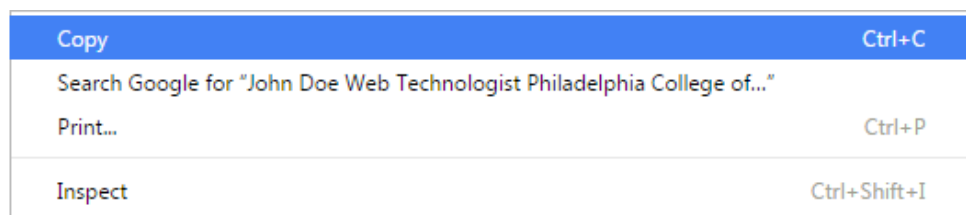



Fig.3.2 Copy

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 

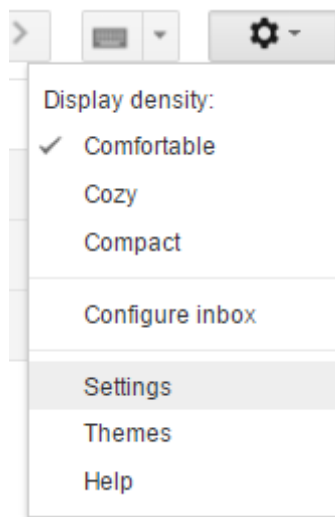


Fig.4.1 Google Mail Settings Dropdown

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**

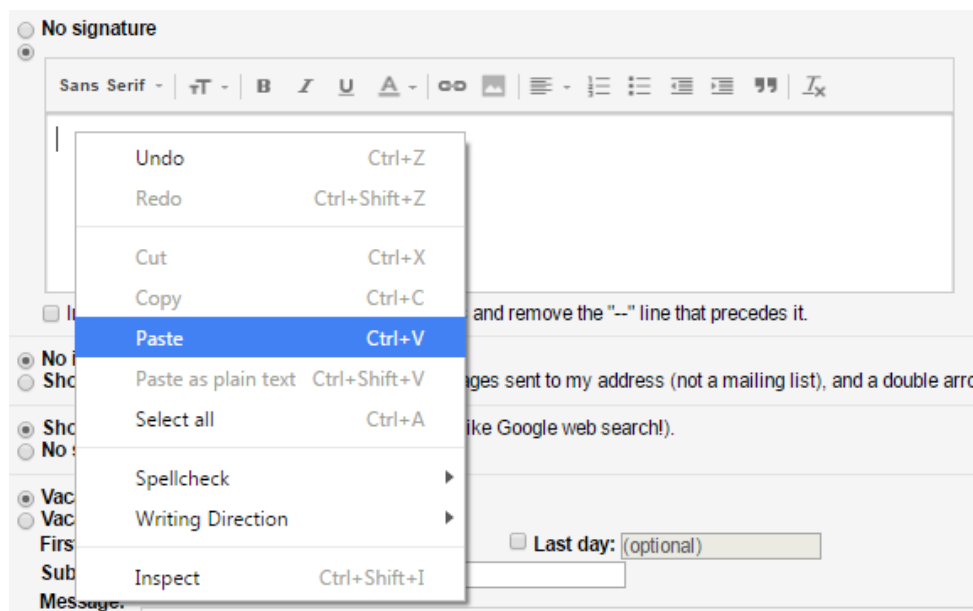


Fig.4.3 Paste Created Signature from Clipboard to Signature Field

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

Fig.4.4 New Signature

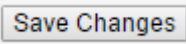
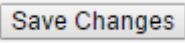

6. Scroll to the bottom until you see the  button and then click  to save your new signature

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

