1. The first step to using the new email signature generator is to navigate to the google drive click into "**My Drive**" and find the folder named "**Signature Generator 102022**".
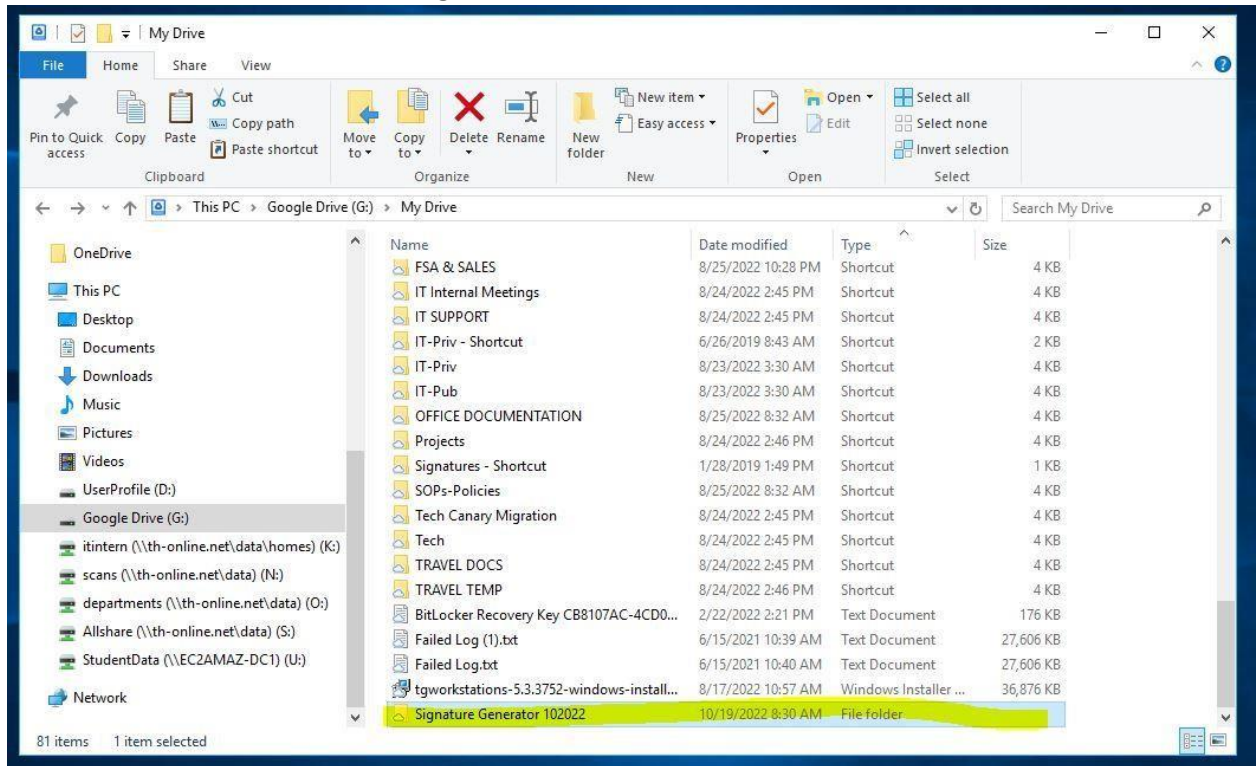


2. If you have successfully navigated to the folder in the google drive, open the file shown below.
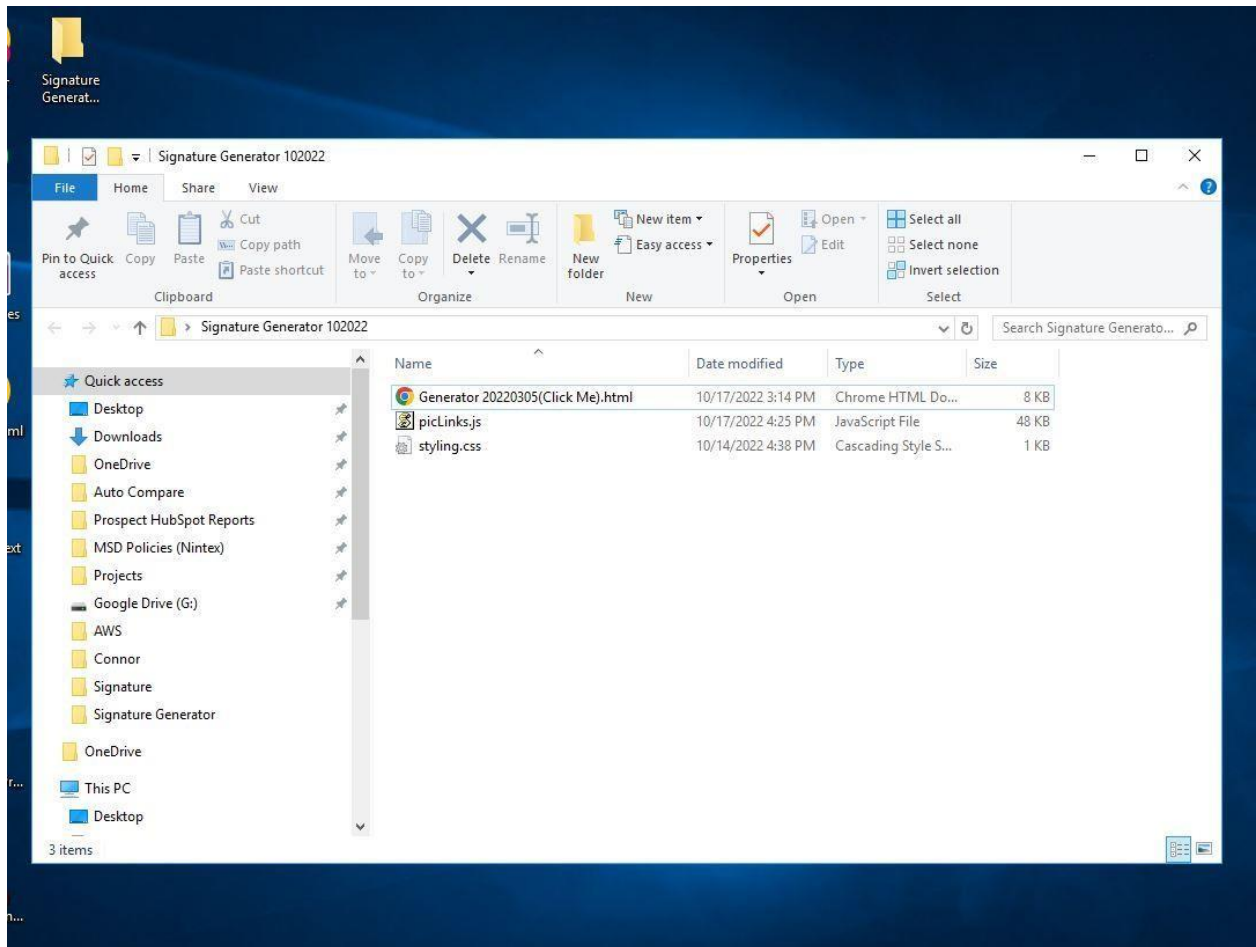
3. The file that we want to open is "**Generator 20220305 (Click Me)**", and this should be opened in a Google Chrome browser. If it is successfully opened, you will see the following on your screen.

**Treloar & Heisel Signature Generator**

**First:**      **Middle:**      **Last:**

Initial (Opt.)

Enter your name as it appears on T&H team page.

**Title:**

**Office Phone Number:**

(xxx) xxx-xxxx      Extension #'s:

**Fax Number:**

**Email Address:**

**Insurance License #1 (Optional. #'s only):**

Select State      License #'s:

**Insurance License #2 (Optional. #'s only):**

Select State      License #'s:

**Department (Logo)**

T&H

**Include Company Picture (From Website)**

Yes

Generate Signature

4.  This looks like the version that was used previously, with the added option of a company picture from T&H team page featured at the bottom. This has an option of "Yes" or "No" if you would like to include your picture or not.

    **Note: The program finds your image based on the name that is on the Treloar & Heisel team page https://www.treloaronline.com/team excluding your middle initial. If you would like a nickname or shortened version of your name in your email signature, send me an email at itintern1@th-online.net and I can change it.**

6.

You can fill out as much or as little of the information on the generator page that you would like to be in your signature. But it should look something like this image. Once your information is filled out, you can then click the generate signature button at the bottom.

**Note: If the program cannot find your image a blank new tab will appear and a box will show at the top of the generator asking if your name is correct. If this appears you can retype your name and hit generate again.**
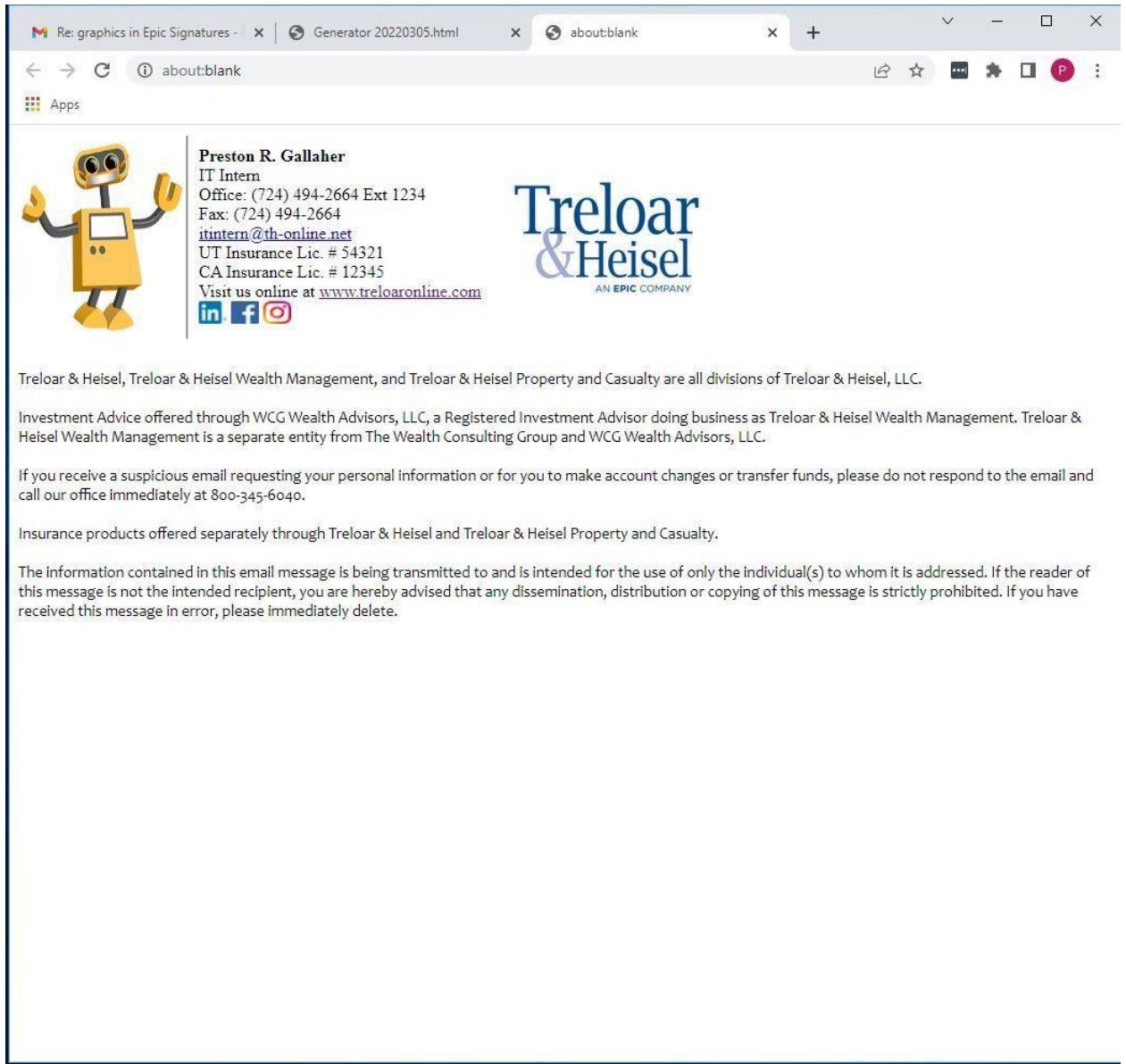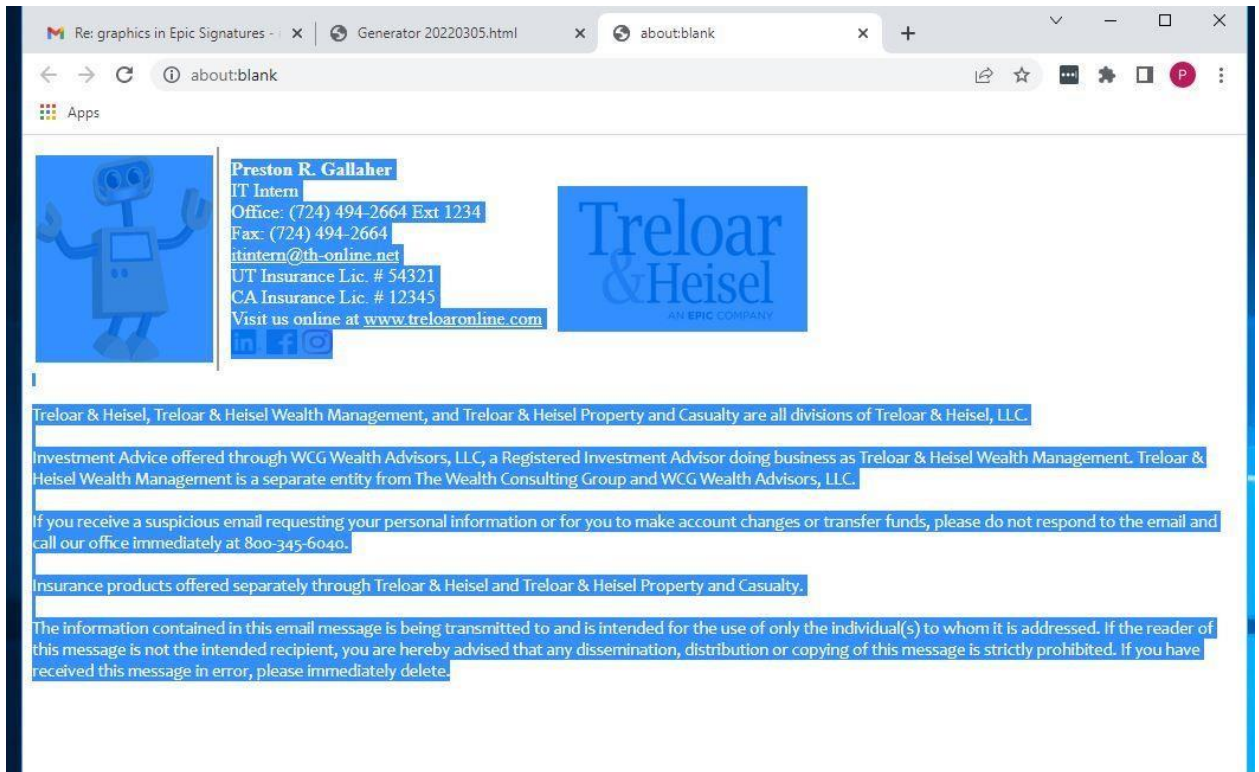
7.

If the program was successful in finding your image this will appear in the new tab that the program generates. This will be the new format for your signature.
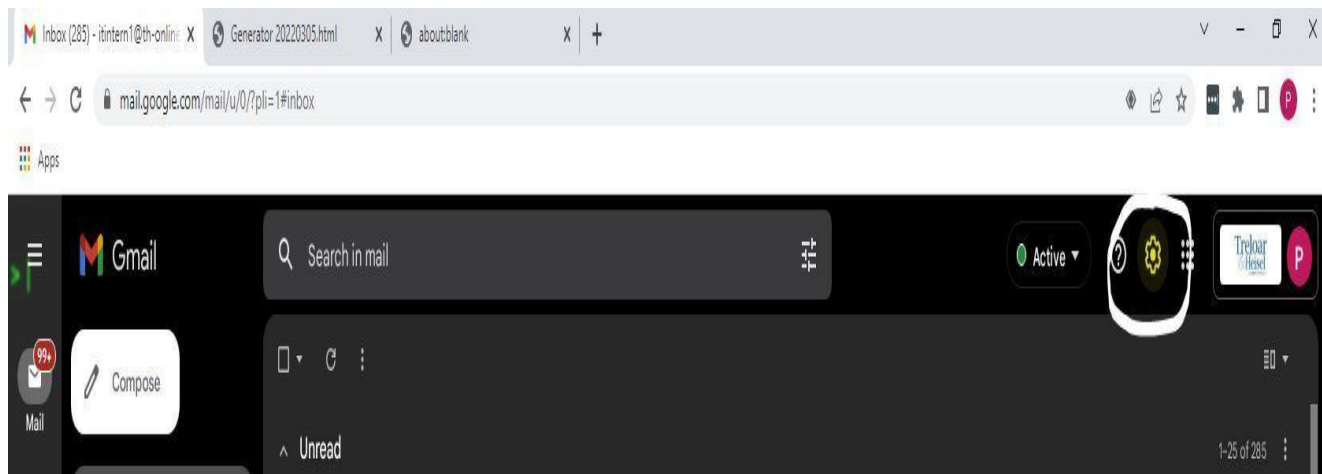
8.

The next step is to highlight everything on the page including the images and right click or (ctrl+c) to copy the page, it should appear as follows.
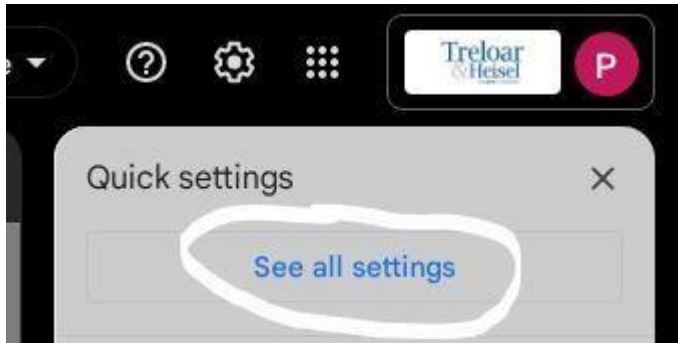


9. We then will navigate to our gmail account and find the settings button at the top. Click this option.
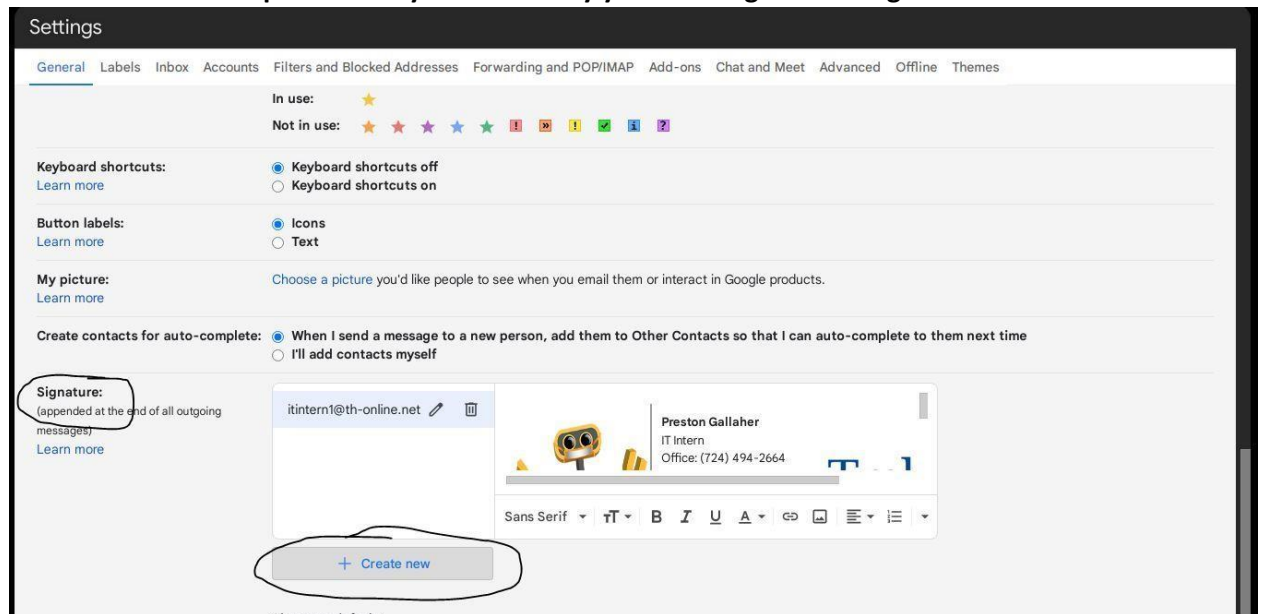
9.

10. After click settings, we should see an option for See All Settings, click this and it will expand to a larger settings menu



11. Once the settings menu is open you should see the following if you scroll down about halfway. You have the option to modify your existing signature or to create a new one. You should see your active company email in the list to the right of signature.

   **Note: Create new is optional and you can modify your existing account signature.**

12. Erase the signature that you have currently in the box, and you should see a blank box like the one that is shown in the image.



13. If we successfully copied the text from the generator, we should be able to right click and paste the new signature into the empty box and it will look like the following.



14. We then need to navigate to the bottom of the page and hit the save changes option. This will save the signature and allow you to use it in your emails.

15. Finally, we can test whether our signature saved correctly or not by composing a new email. If it saved correctly, then a new email will appear like the following.