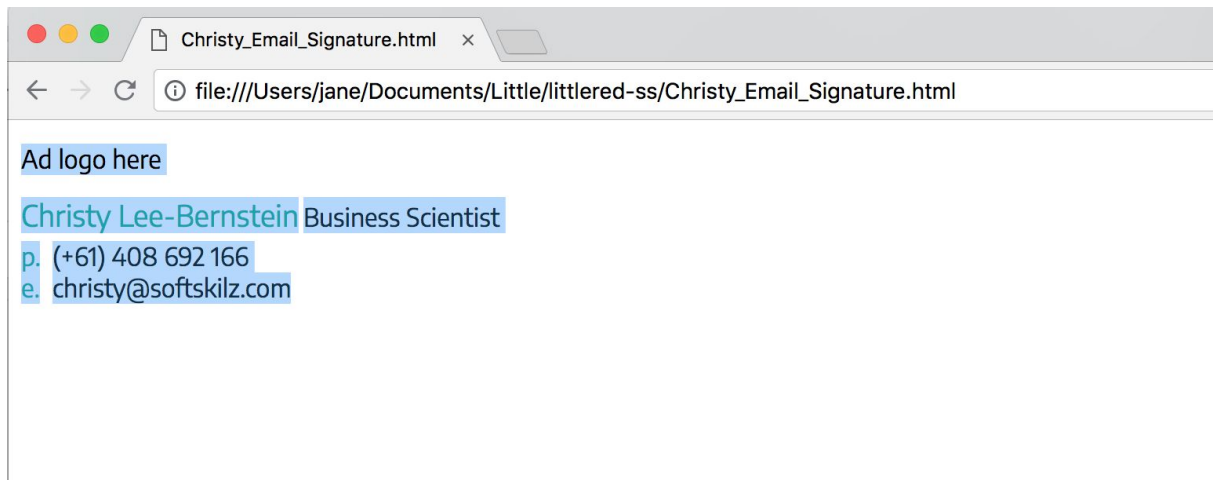


Email Signature Set Up

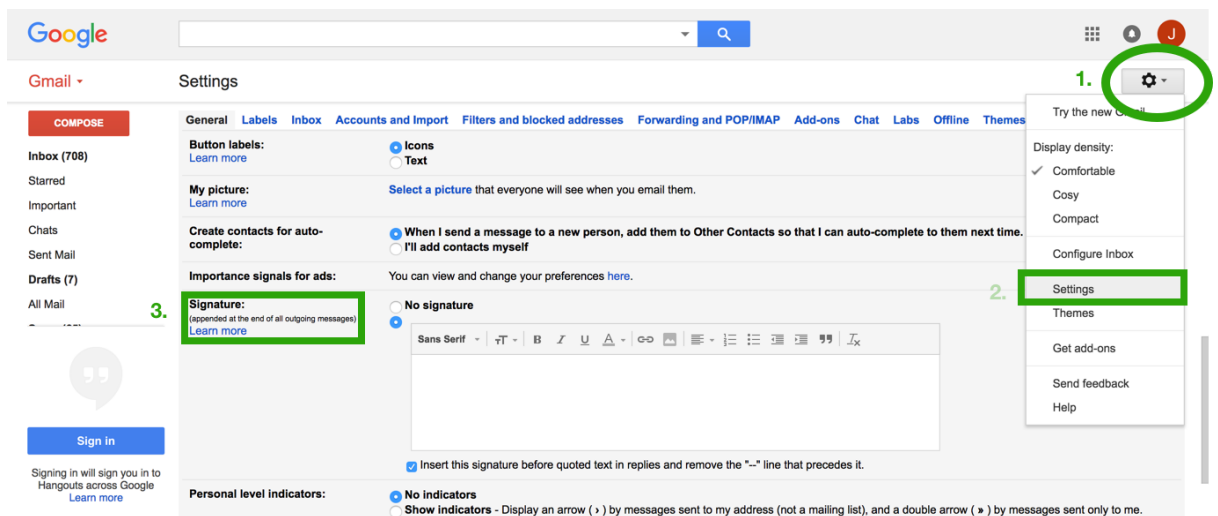
GMail

1. Open up the .html file in an internet browser
2. Copy what is on the internet browser from the opened .html file

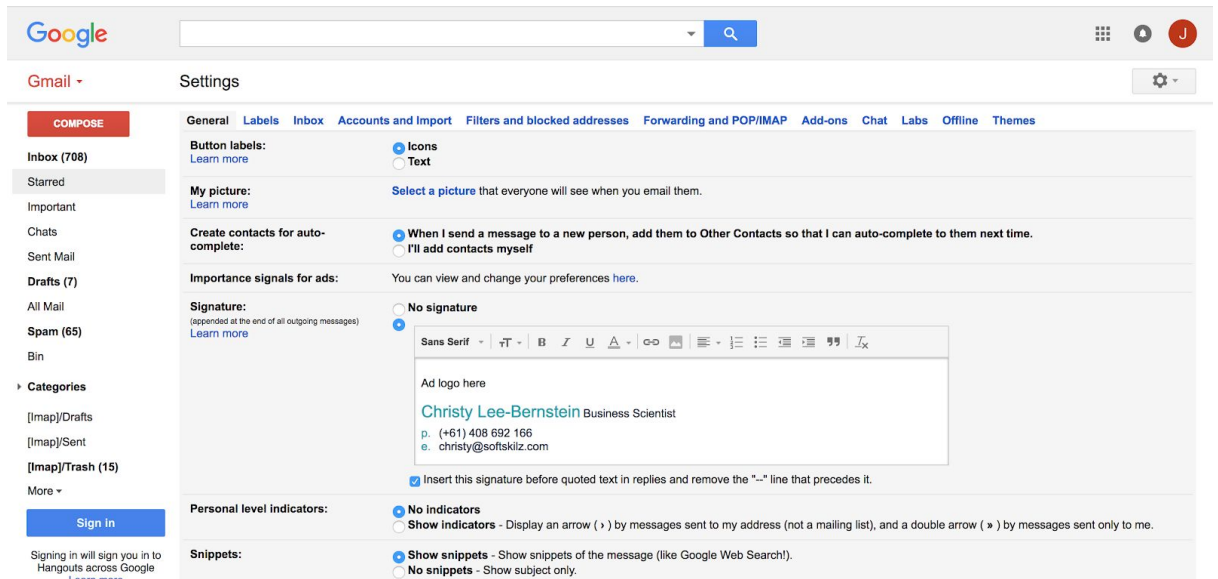


Please complete the following steps In 'classic' GMail view *see note on how to get to classic GMail view

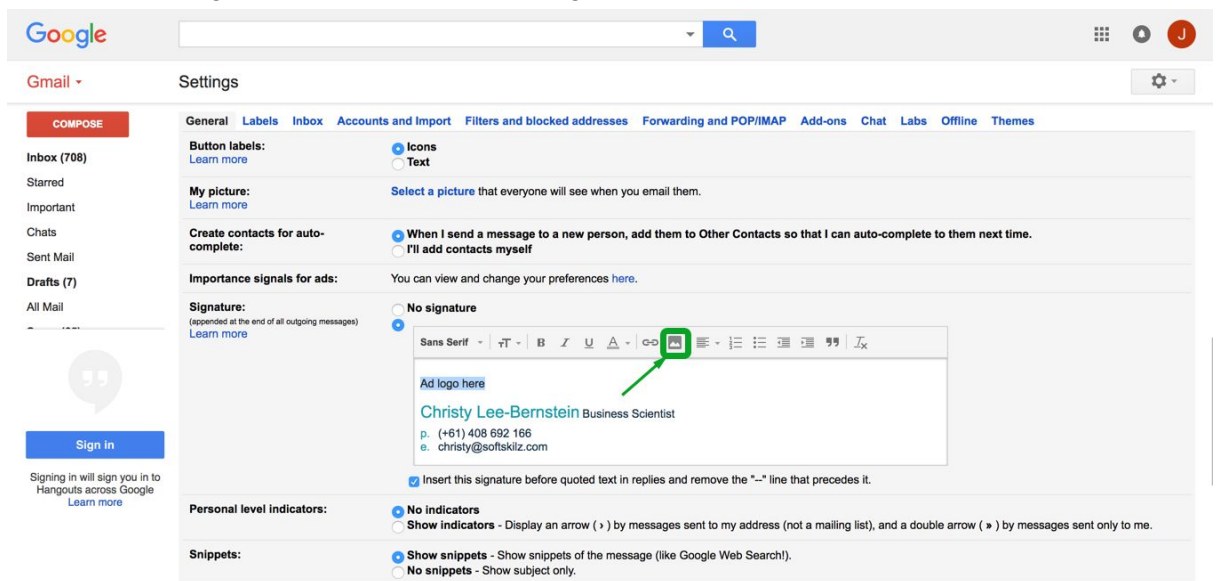
3. Open Settings, in the General tab and scroll down Signature



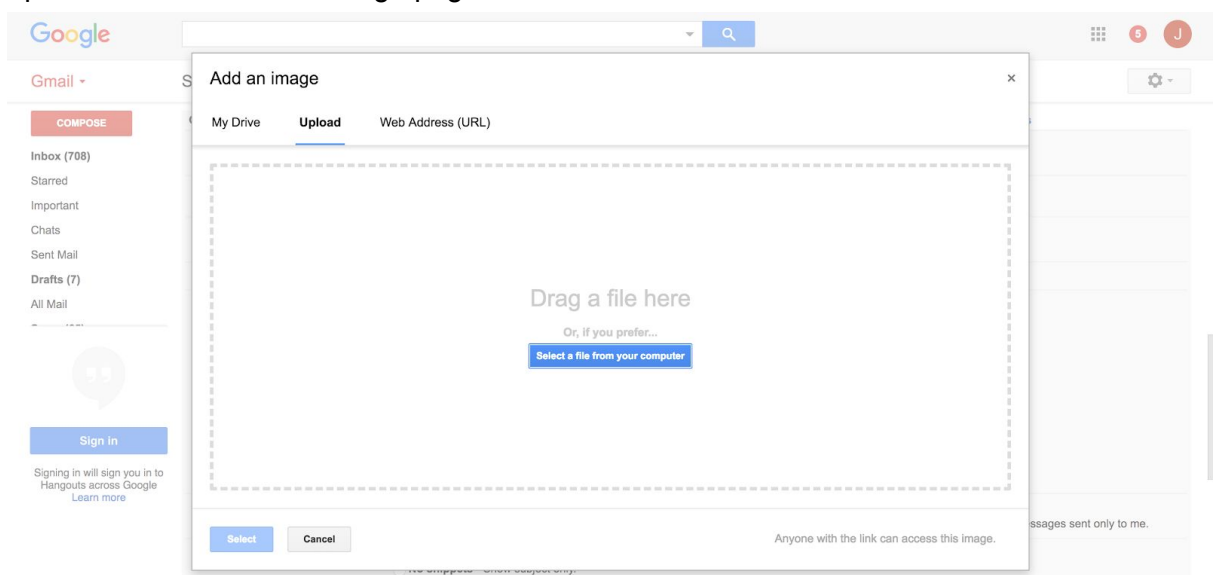
4. Paste the copy HTML step 2 in the Signature box



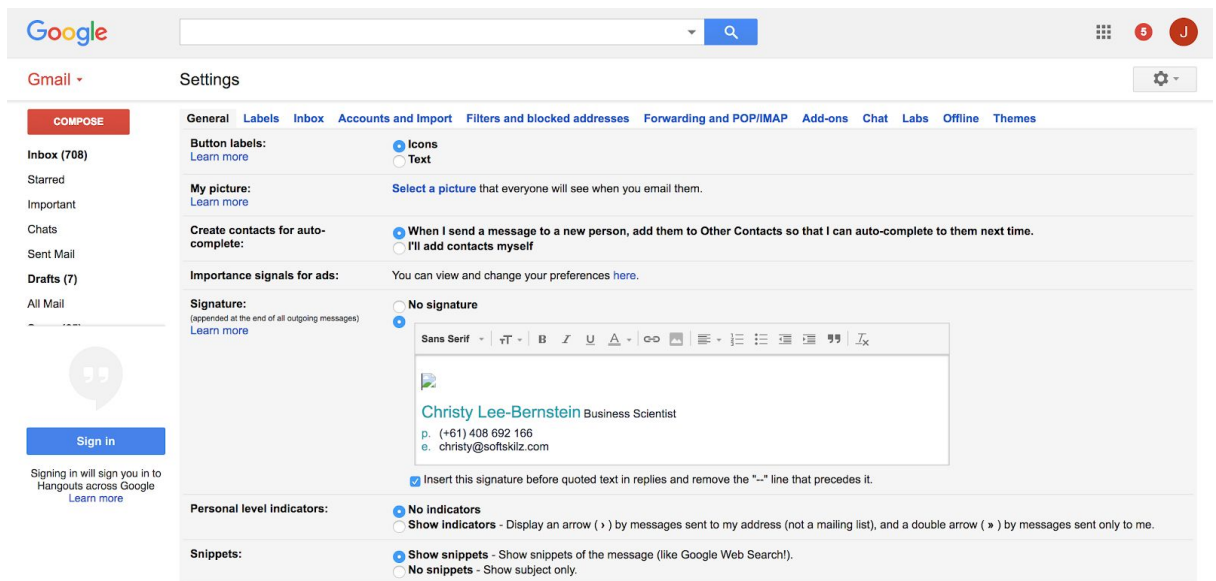
5. Select the Ad logo here text & insert an image



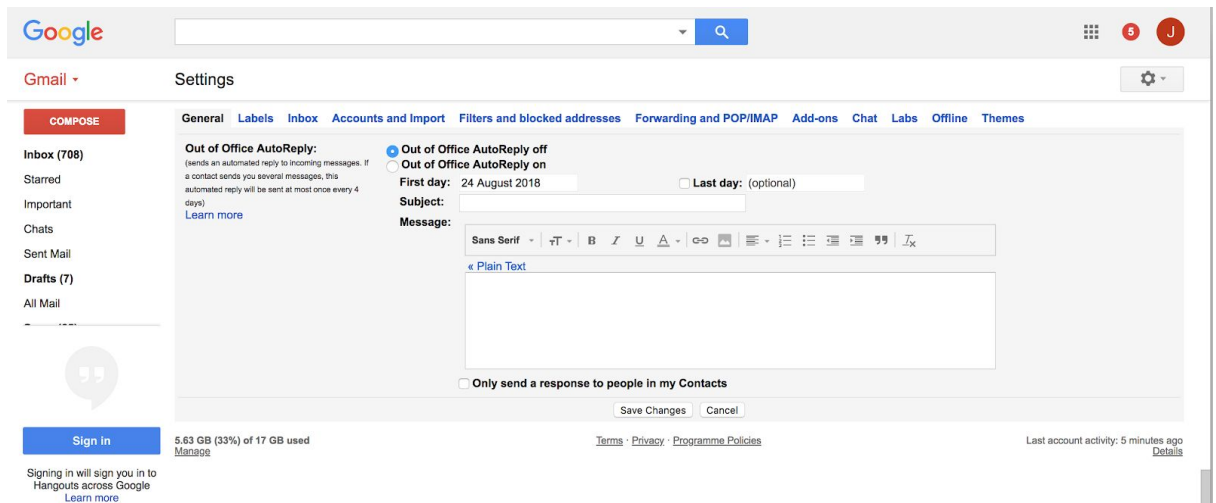
6. Upload the SoftSkilzEmailLogo.png to insert



7. Once completed it should look like a computer icon in the signature

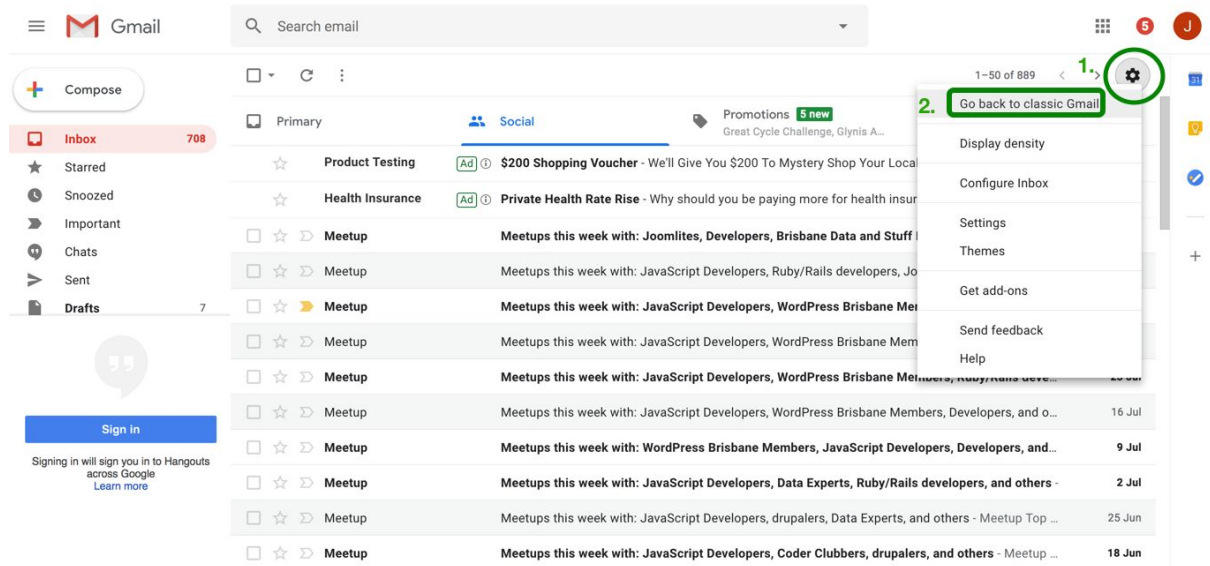


8. Scroll to the bottom of the General tab & click Save Changes button



9. Change back to new web GMail view if you desire *see note on how to get to new Gmail view
10. Test the signature by composing and sending an email

Note: how to get to classic GMail view



Note: how to get to new Gmail view

