

EMAIL SIGNATURE INSTRUCTIONS: GMAIL

In the Brand Center, there's a template for most email signatures. These instructions will help anyone who uses Gmail as their email provider. If you have any questions or comments, please contact webmaster@ywca.org.


CUSTOMIZING YOUR EMAIL SIGNATURE

1. Click [this link](#) to open the HTML file in your browser.
2. You should now see the template version of the email signature in your browser.

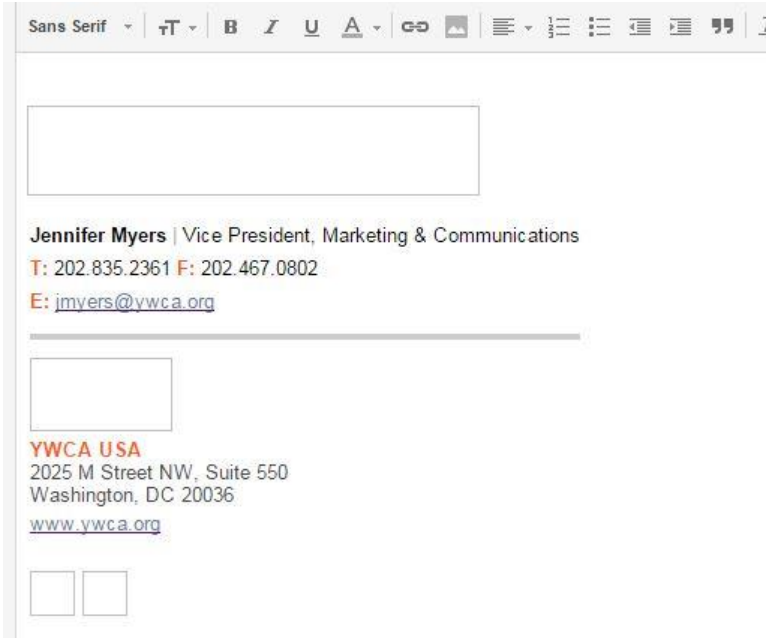


3. Copy this entire signature (ctrl-a then ctrl-c).
4. Open Microsoft Word (or equivalent) and paste in the signature (ctrl-v).
5. Add the appropriate name, title, and other information. If you make a mistake in editing, or accidentally delete part of the format, hit ctrl-z to undo.
6. Once you are finished customizing the signature with your personal information, hit ctrl-a to highlight the signature and then hit ctrl-c to copy it.

APPLYING YOUR SIGNATURE TO GMAIL

1. Open Gmail
2. Click the gear (settings) icon in the upper right of the screen.

3. On this page, in the "General" tab, scroll down until you get to the signature area.
4. You will see either a text box with your current signature or an empty text box if you are not using a signature at all. Clear any text or images from this box by highlighting and deleting.
5. In the text box, hit ctrl-v to paste in the signature you copied from the Word document.

6. You should see your signature in the box, but the images will be blank.



7. Click on each empty image, and you will be given the option to “remove” the image. Click remove.
8. Now you will need to place the images back into the signature. You will need the On A Mission, YWCA logo and Twitter, Facebook, Pinterest (only include the social media icons your association actively uses) images. Download the images to your computer using this [.ZIP file](#). Once downloaded, click on the .ZIP file and click the “Extract” button to open them on your computer.
9. To add the images, choose the “Insert Image” icon in the Gmail text editor. You can tell which icon you are using by resting your mouse over them. Here is the “Insert Image” icon:



10. Add 1 space after the YWCA logo before inserting the next line of text.
11. Once you click the “Insert Image” button, choose the “Upload” field at the top. You can either drag in the logo you are adding or navigate to it on your computer. Once you add the image, you should see it appear correctly in your signature.
12. To hyperlink the images so they go to the appropriate locations (YWCA logo should go to your association homepage, social media icons should go to the appropriate channel links), highlight the icon and select the hyperlink icon in the editor (it looks like a link of chain).

13. After you highlight the icon, this box will pop up.



14. On the line that reads “Link” click “Change” A popup that reads “Edit Link” will show up. In the “Web Address” field, put the correct link where the icon should lead to. You can leave the field that says “Text to display” blank.
15. Press the “Save Changes” button at the bottom of your screen.
16. Once you are done with the links, you can create a new email to fully test that your new signature is appearing correctly and all the links are working properly.