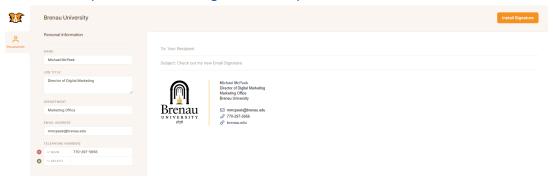
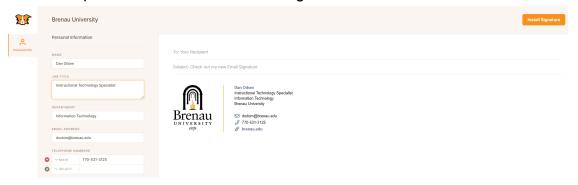
HOW TO CUSTOMIZE THE NEW STANDARD TEMPLATE

1. Go to the http://brenau.edu/signature-template link. It should look like this.



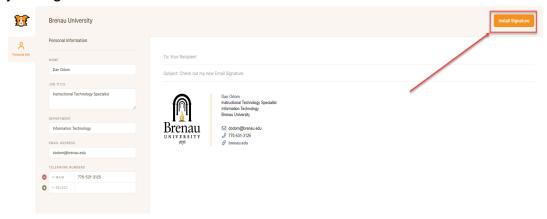
2. Put in your information such as name, Job title, email address and phone number. A preview will be shown to the right.



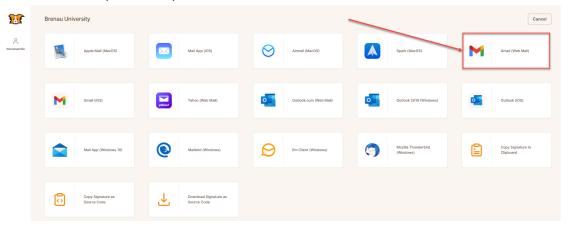
3. If it is required to have your College in your signature; College of Health Sciences for example, you can put your Department in the "title" field and add the College in the department field as shown below.



4. Once you're satisfied with the preview shown, click install Signature to install your signature.



5. Select the option you're installing the signature on. In this example we will choose Gmail (web Mail).



6. Once selected follow the instructions displayed.



7. If you need to customize your signature further such as office hours, website link, and confidentiality Notice; you can still go into Settings, then to the Signatures section as you did in the previous steps and edit the new signature that was

created as shown below. For more information and steps on customizing your Google Signature please view the Email Signature Standards Document

