

HOW TO CUSTOMIZE THE NEW STANDARD TEMPLATE

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

Brenau University

Personal Information

NAME
Michael McPeck

JOB TITLE
Director of Digital Marketing

DEPARTMENT
Marketing Office

EMAIL ADDRESS
mmcpeek@brenau.edu

TELEPHONE NUMBERS
MAIN 770-297-5956

To: Your Recipient

Subject: Check out my new Email Signature

Brenau University 1878

Michael McPeck
Director of Digital Marketing
Marketing Office
Brenau University
mmcpeek@brenau.edu
770-297-5956
brenau.edu

Install Signature

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

Brenau University

Personal Information

NAME
Dan Odum

JOB TITLE
Instructional Technology Specialist

DEPARTMENT
Information Technology

EMAIL ADDRESS
dodom@brenau.edu

TELEPHONE NUMBERS
MAIN 770-531-3125

To: Your Recipient

Subject: Check out my new Email Signature

Brenau University 1878

Dan Odum
Instructional Technology Specialist
Information Technology
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dodom@brenau.edu
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Install Signature

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.

Brenau University

Personal Information

NAME
Michael McPeck

JOB TITLE
Director of Digital Marketing
Department of Physical Therapy

DEPARTMENT
Ivester College of Health Sciences

EMAIL ADDRESS
mmcpeek@brenau.edu

TELEPHONE NUMBERS
MAIN 770-297-5956

To: Your Recipient

Subject: Check out my new Email Signature

Brenau University 1878

Michael McPeck
Director of Digital Marketing
Department of Physical Therapy
Ivester College of Health Sciences
Brenau University
mmcpeek@brenau.edu
770-297-5956
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Install Signature

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

Brenau University

Personal Information

NAME
Dan Odum

JOB TITLE
Instructional Technology Specialist

DEPARTMENT
Information Technology

EMAIL ADDRESS
dodum@brenau.edu

TELEPHONE NUMBERS
MAIN 770-531-3125
SELECT

To: Your Recipient

Subject: Check out my new Email Signature

Brenau UNIVERSITY
1898

Dan Odum
Instructional Technology Specialist
Information Technology
Brenau University
✉ dodum@brenau.edu
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🌐 brenau.edu

Install Signature

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

Brenau University

Cancel

Apple Mail (MacOS)

Mail App (iOS)

Airmail (MacOS)

Spark (MacOS)

Gmail (Web Mail)

Gmail (iOS)

Yahoo (Web Mail)

Outlook.com (Web Mail)

Outlook 2019 (Windows)

Outlook (iOS)

Mail App (Windows 10)

Mailbird (Windows)

Em Client (Windows)

Mozilla Thunderbird (Windows)

Copy Signature to Clipboard

Copy Signature as Source Code

Download Signature as Source Code

6. Once selected follow the instructions displayed.

Install Signature - Gmail (Web Mail)

Close

- 1 Once logged into your Gmail account, click the Settings Cog in the top right corner.
- 2 Select the Settings drop down option.
- 3 Scroll down to the Signature section and click "Create new".
- 4 Enter your new signature name into the modal and click "Create".
- 5 Copy and paste your signature into the signature editor.
- 6 **Copy Signature**
- 7 **WARNING** We've noticed you are using **Google Chrome**. There is currently a bug with Chrome and the way it performs the copy/paste that causes your signature's links to appear underlined. Please complete the install process using a different browser such as [Mozilla Firefox](#) to resolve the issue. You can go back to using Chrome once it is setup.
- 8 Select your new signature in the "For New Emails Use" drop down.
- 9 **IMPORTANT** The Gmail iOS app will look at this setting for which signature to use when sending email.
- 10 Ensure you scroll the bottom of the page and click Save Changes.
- 11 Looking to send this signature through the Gmail iOS app?
- 12 **View Gmail iOS App Instructions**
- 13 *Create a new email and enjoy your new signature!*

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](#)

The screenshot displays the Google Email Signature settings interface. At the top left, it says "Signature: (appended at the end of all outgoing messages)" with a "Learn more" link. The main area shows a list of signatures, with "Brenau Updated" selected. Below this is a "+ Create new" button. To the right is a rich text editor showing a sample signature: "Need Canvas or ClearTouch TRAINING???? Schedule a day and time that works for you at [http://calendly.com/trainingwithdan](\"http://calendly.com/trainingwithdan\")" followed by a "Confidentiality Notice: This e-mail and any attachments are". Below the editor is a "Signature defaults" section with two dropdown menus: "FOR NEW EMAILS USE" and "ON REPLY/FORWARD USE", both set to "Brenau Updated". At the bottom, there is a checkbox labeled "Insert signature before quoted text in replies and remove the \"--\" line that precedes it." which is checked. Three red boxes with arrows provide additional instructions: one points to the "+ Create new" button, another points to the text editor area, and a third points to the "Signature defaults" section.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

Brenau Updated  

My signature

+ Create new

Need Canvas or ClearTouch TRAINING???? Schedule a day and time that works for you at <http://calendly.com/trainingwithdan>

Confidentiality Notice: This e-mail and any attachments are

Sans Serif        

You can also choose different signatures to use for New emails and Reply/Forward emails here.

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

Brenau Updated Brenau Updated

☒ Insert signature before quoted text in replies and remove the "--" line that precedes it.

Click inside the text box to add new text, links, etc.