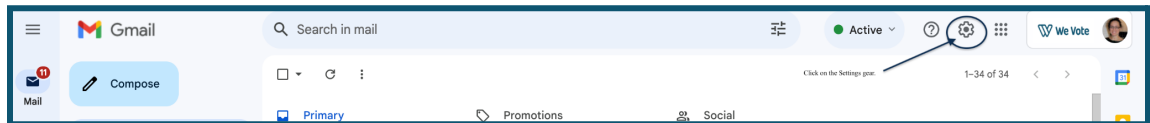


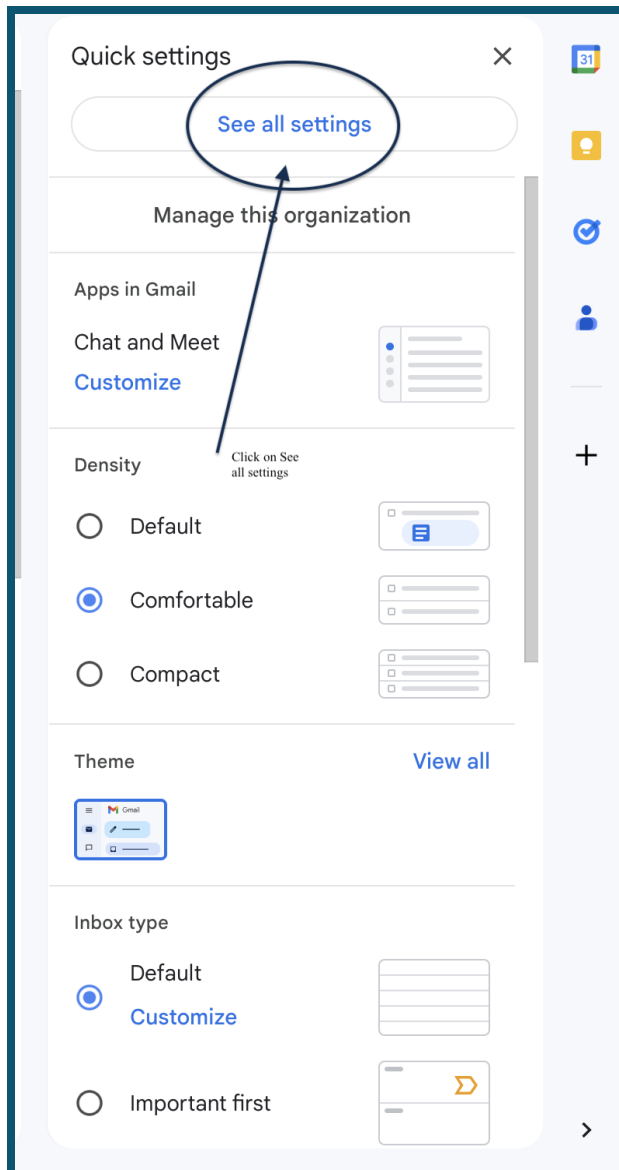
Adding WeVote Signature to Gmail

WeVote Email Signature: With and Without Social Media Links

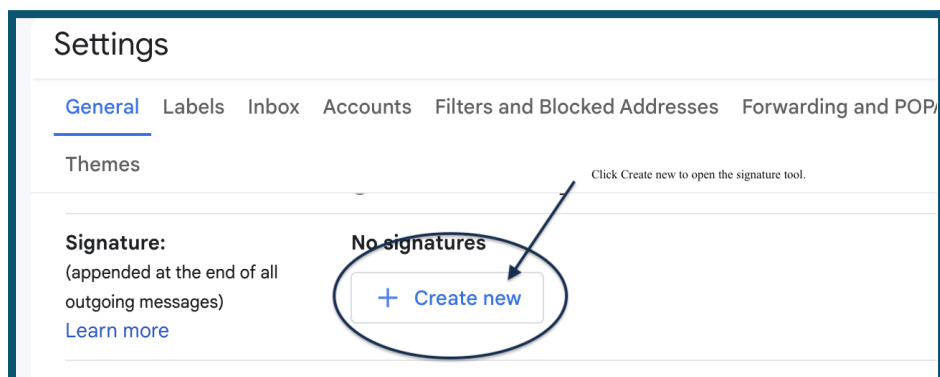
1. Open your WeVote Gmail and click on the settings gear.



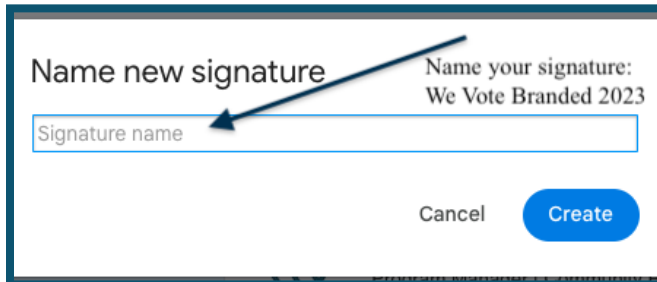
2. Click on **See all settings**. This will open the General settings tab.



3. Stay in the General tab, and scroll down to Signature. Click on **Create new** to open the Signature tool.



- Name the new signature in the following way: “WeVote Branded 2023” and click **Create**. This specific name should be used because if there are organization-wide updates, people can create a new “WeVote Branded 2024” or “WeVote Branded 2024 Summer” signature.

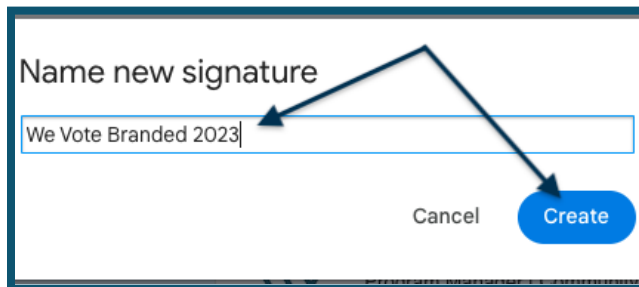


Name new signature

Name your signature:
We Vote Branded 2023

Signature name

Cancel Create



Name new signature

We Vote Branded 2023

Cancel Create

- The signature tool will now open.



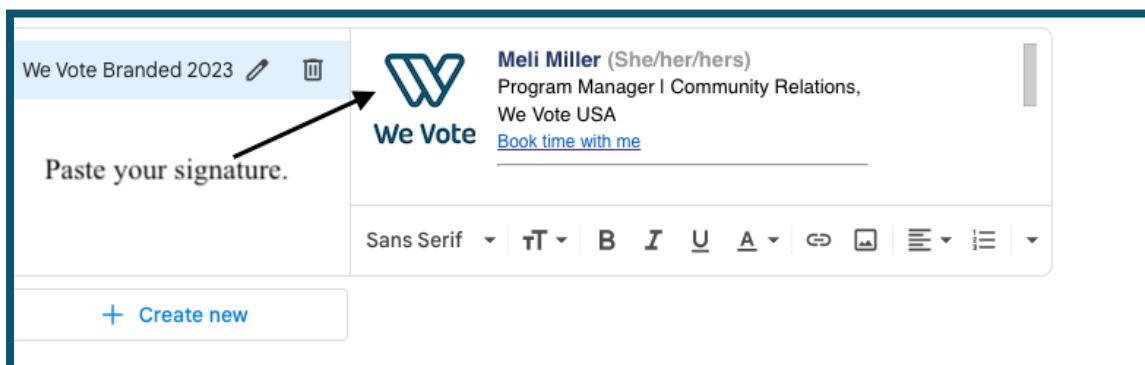
nd of all outgoing messages)

We Vote Branded 2023

You now have access to the Signature tool.

Sans Serif tT B I U A ↕ ↗ ↘ ↙ ↚ ↛

- In the next step, you will paste the default signature into the Gmail toolbox.



We Vote Branded 2023

Paste your signature.

We Vote

Meli Miller (She/her/hers)
Program Manager | Community Relations,
We Vote USA
[Book time with me](#)

Sans Serif tT B I U A ↕ ↗ ↘ ↙ ↚ ↛

+ Create new

7. Copy this WeVote Branded 2023 signature, and starting immediately below the ===== line and ending before the closing ===== line, paste it into the toolbox.

=====

 **Your-Full-Name** she/her/hers
Your-Title, Your-Team
WeVote
Book time with me

WeVote.US | Volunteer with us!
t 415-123-4567 m 462-423-4718
e Your.Name@WeVote.US

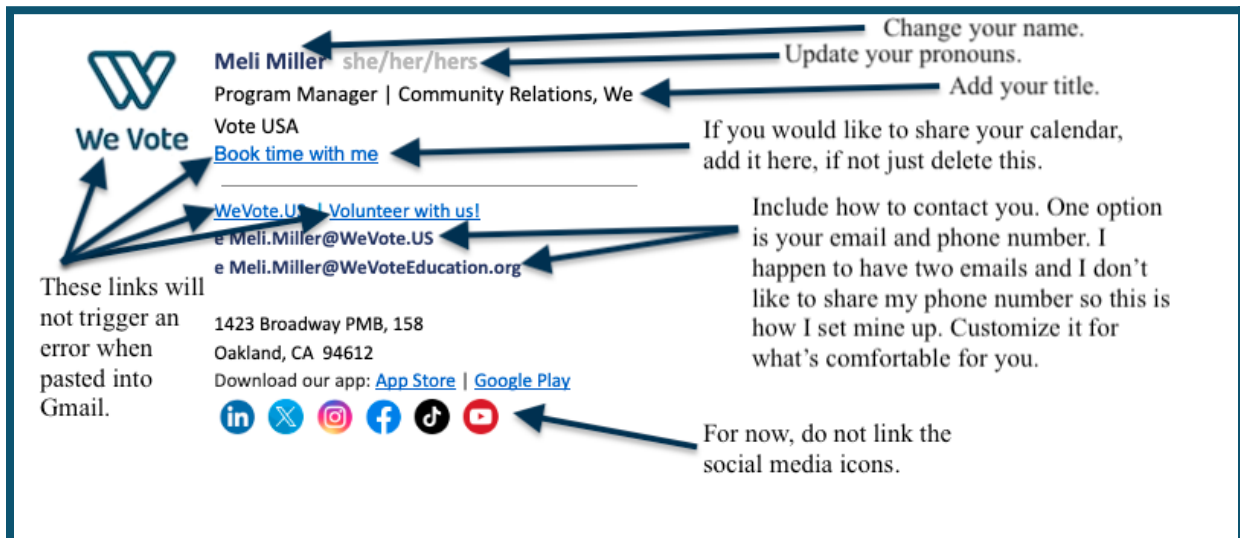
1423 Broadway PMB, 158
Oakland, CA 94612
Download our app: [App Store](#) | [Google Play](#)

My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

=====

8. Personalize the email signature with your contact details.



The diagram illustrates the components of a WeVote email signature and provides instructions for personalization:

- Change your name.** Points to the name field: **Meli Miller**
- Update your pronouns.** Points to the pronouns field: *she/her/hers*
- Add your title.** Points to the title field: Program Manager | Community Relations, WeVote USA
- If you would like to share your calendar, add it here, if not just delete this.** Points to the "Book time with me" link.
- Include how to contact you. One option is your email and phone number. I happen to have two emails and I don't like to share my phone number so this is how I set mine up. Customize it for what's comfortable for you.** Points to the email and phone number fields.
- For now, do not link the social media icons.** Points to the social media icons.
- These links will not trigger an error when pasted into Gmail.** Points to the "WeVote.US | Volunteer with us!" link.

The signature text shown is:

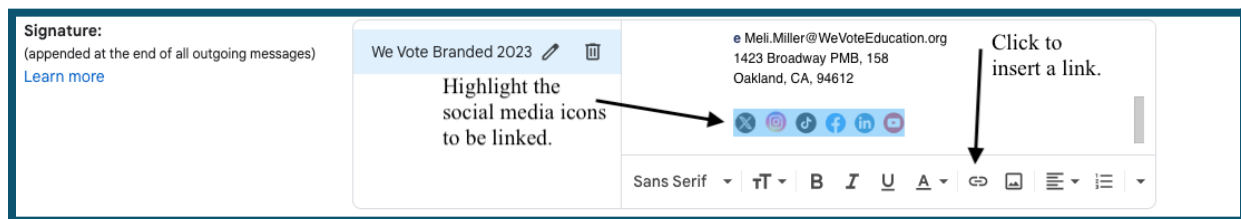
 **Meli Miller** *she/her/hers*
Program Manager | Community Relations, WeVote USA
Vote USA
[Book time with me](#)
[WeVote.US | Volunteer with us!](#)
e Meli.Miller@WeVote.US
e Meli.Miller@WeVoteEducation.org
1423 Broadway PMB, 158
Oakland, CA 94612
Download our app: [App Store](#) | [Google Play](#)

Social media icons:      

9. How to update the signature links:

Signature Item	Link	Takes You To
WeVote Logo: 	https://wevote.us/?utm_source=signature&utm_medium=email&utm_campaign=volunteer_signature&utm_id=signature	WeVote homepage
Book time with me	Example link: https://cal.com/dalemcgrew-wevote/30min	Your shareable calendar. You can delete this if you do not want to share your calendar.
WeVote.US	https://wevote.us/?utm_source=signature&utm_medium=email&utm_campaign=volunteer_signature&utm_id=signature	WeVote homepage
Volunteer with us!	https://wevote.applytojob.com/apply/	A list of current openings
App Store	https://itunes.apple.com/us/app/we-vote-voter-guide/id1347335726	Apple App store
Google Play	https://play.google.com/store/apps/details?id=org.wevote.cordova&hl=en_US	Google Play store
WeVote social media	https://wevote.us/more/faq	WeVote FAQ page where all the social media links are listed

10. Manually add the social media links. Highlight the icons. Click the link icon.



11. A modal will open: “Text to display:” Leave this blank.
 “To what URL should this link go?” Paste the WeVote social media link address (<https://wevote.us/more/faq>). Click **OK**. (Tip: If the Edit Link box does not open fully, press “tab” once to access the web address box.)

Edit Link [Close]

Text to display:

Link to:

- ☒ **Web address**
- ☐ [Email address](#)

To what URL should this link go?

[Test this link](#)

Paste link here.

Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

Click "OK".

Cancel **OK**

Annotations: An arrow points to the 'Text to display' field with the text 'Leave blank.' Another arrow points to the 'Web address' radio button with the text 'Test this link'.

12. Select the WeVote Branded 2023 signature as your default signature.

Signature defaults

☐ No signature

☒ **We Vote Branded 2023**

☐ No signature

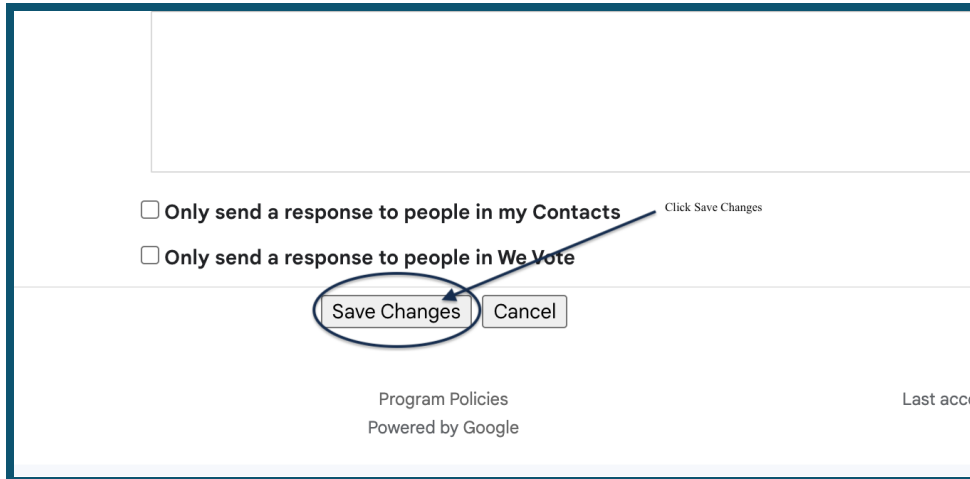
ON REPLY/FORWARD USE

☐ No signature

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

Annotation: An arrow points to the 'We Vote Branded 2023' radio button with the text 'Select the "We Vote Branded 2023" signature in the "Signature defaults".'

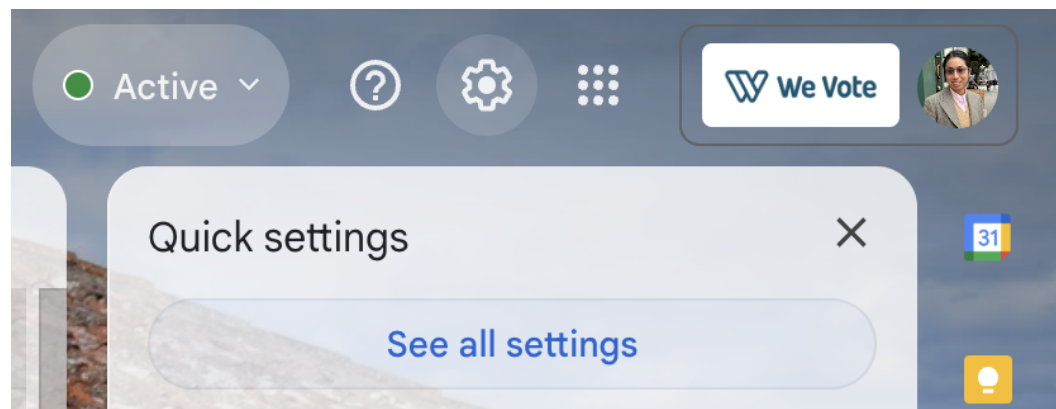
13. Click **Save Changes**.



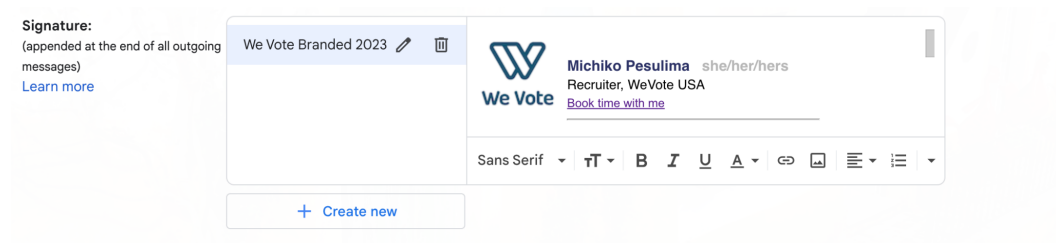
14. Your WeVote Branded 2023 signature is ready to use!

Adding WeVote Signature to JazzHR

1.) In your WeVote Gmail, click the gear icon and select **See all settings**.

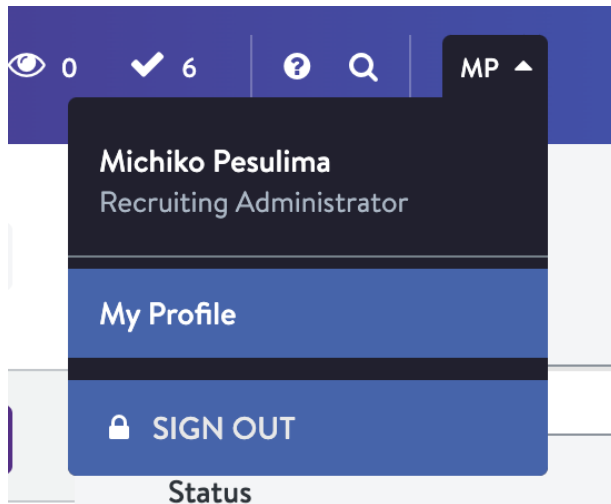


2.) Scroll down to the Signature section.



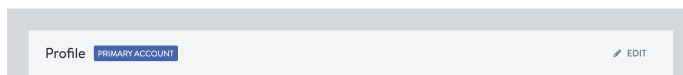
3.) Copy your signature (on the right side), and log into JazzHR.

4.) In JazzHR, click the arrow next to your initials, and select **My Profile**.



5.) Select **Edit**.

[Settings](#) > [People](#) > Michiko Pesulima



6.) Paste your WeVote signature created with Gmail into the email signature box.

Email Signature

B *I* U | [List Icons] | [List Icons] | [List Icons] | [List Icons] | Font | Size | [Link Icon] [Link Icon] | [Image Icon] [Image Icon] [Image Icon] [Image Icon] HTML

Michiko Pesulima she/her/hers
Recruiter, WeVote USA
[Book time with me](#)

 [WeVote.US](#) | [Volunteer with us!](#)
e michiko.pesulima@wevote.us

7.) Scroll to the top of the page, and select **Save Profile**.

CANCEL **SAVE PROFILE**