

Waynflete

Adding a Waynflete Standard Signature

1. Copy the email signature block below:

Firstname Lastname

Title

Pronouns: XXXX

207.774.7863, ext. XXXX

emailaddress@waynflete.org

Waynflete School 360 Spring Street, Portland, ME 04102

2. Go to [Gmail settings](#).
3. Paste the signature block into the "Signature" section ([learn more](#)).
4. Change name, optional title, optional pronouns, phone extension, and email address.
5. Scroll to the bottom of the page and click the "Save Changes" button.

Pronouns are helpful because we can't tell someone's gender identity by the way they look or by their name, including pronouns in our email signatures helps others know how we identify and would like to be addressed. It's also a supportive action that normalizes sharing pronouns, taking the spotlight off of members of our community who have marginalized genders and often need to share their pronouns.