**Instructions for changing the email signature in GMAIL**

1. In Gmail, go to the “Settings”. This is the gear icon in the top right corner. Select the "Mail Settings" option from the drop down.
2. Make sure the "General" tab is selected (it is the default).
3. Scroll down mid-way down to the “Signature” section. Click the radio button to input a signature.
4. Copy the signature below and paste it into the box.
5. Edit your details to match the recommended signature format.  Follow the uppercase/lowercase format.
6. To add the logo at the bottom of the signature, click on the “Insert Image” icon. Paste in either URL below:  
   http://asset.siu.edu/\_assets/images/email\_sig/SIU\_email\_1line.gif   
   http://asset.siu.edu/\_assets/images/email\_sig/SIU\_email\_2line.gif
7. Click the “Save Changes” button at the bottom of the page.

Note.  If you do not wish to add the mobile (M:) or fax numbers (F:), simply delete those lines.

------COPY TEXT BELOW THIS LINE------

YOUR NAME  
Your Title Goes Here

OFFICE NAME  
MAIL CODE XXX  
SOUTHERN ILLINOIS UNIVERSITY  
1100 LINCOLN DRIVE  
CARBONDALE, ILLINOIS 62901

xxx@siu.edu  
P: 618/453-0000  
M: 618/453-0000  
F: 618/453-0000  
SIU.EDU

**Note:** Firefox will randomly display an error that the email signature is too long. Internet Explorer may have issues with adding the image. To resolve these issues we recommend adding the signature with the opposite browser or a completely different browser (Chrome) to set up the signature. Once it is done, you can go back to using your preferred browser.