**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.