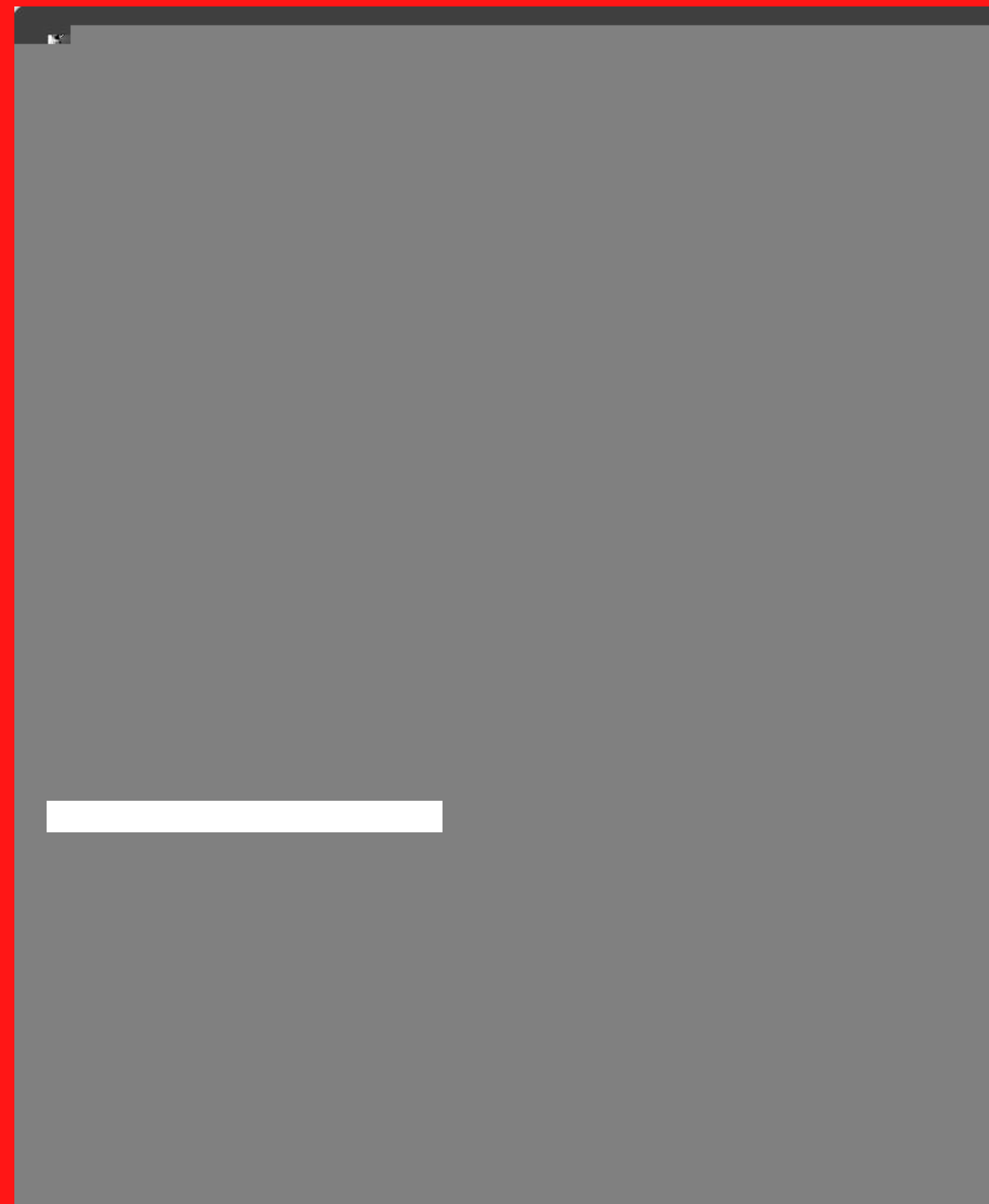


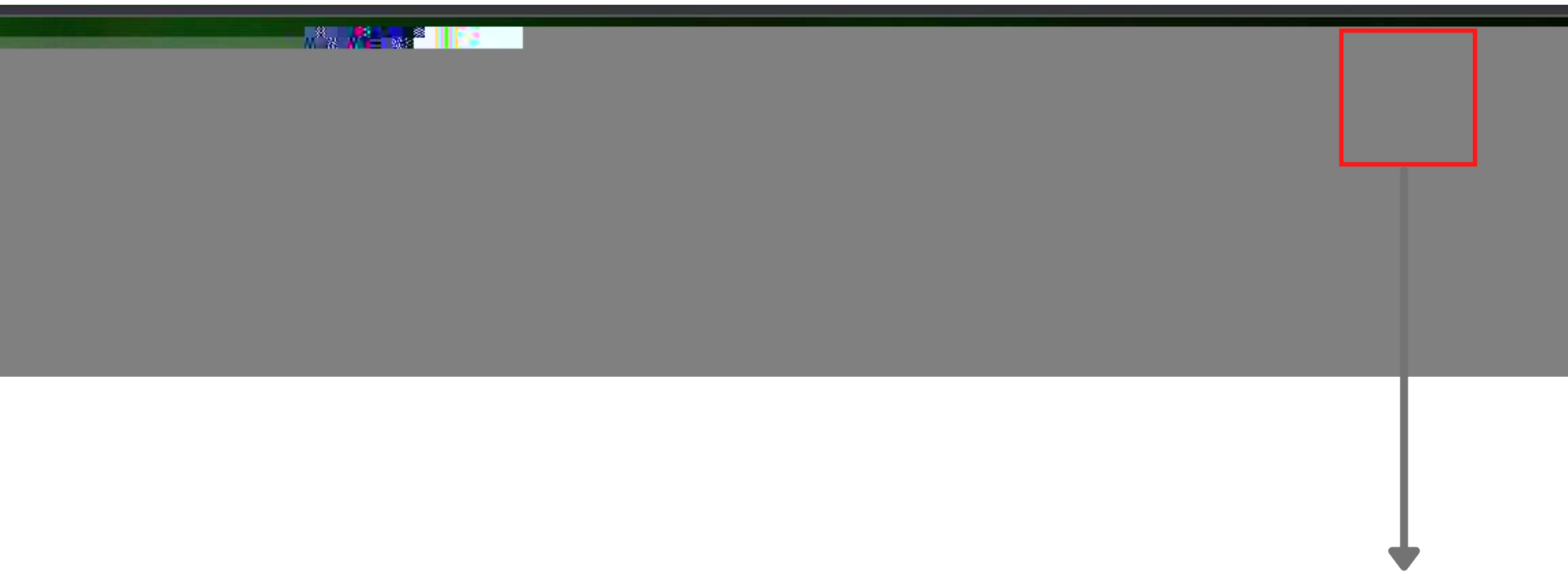


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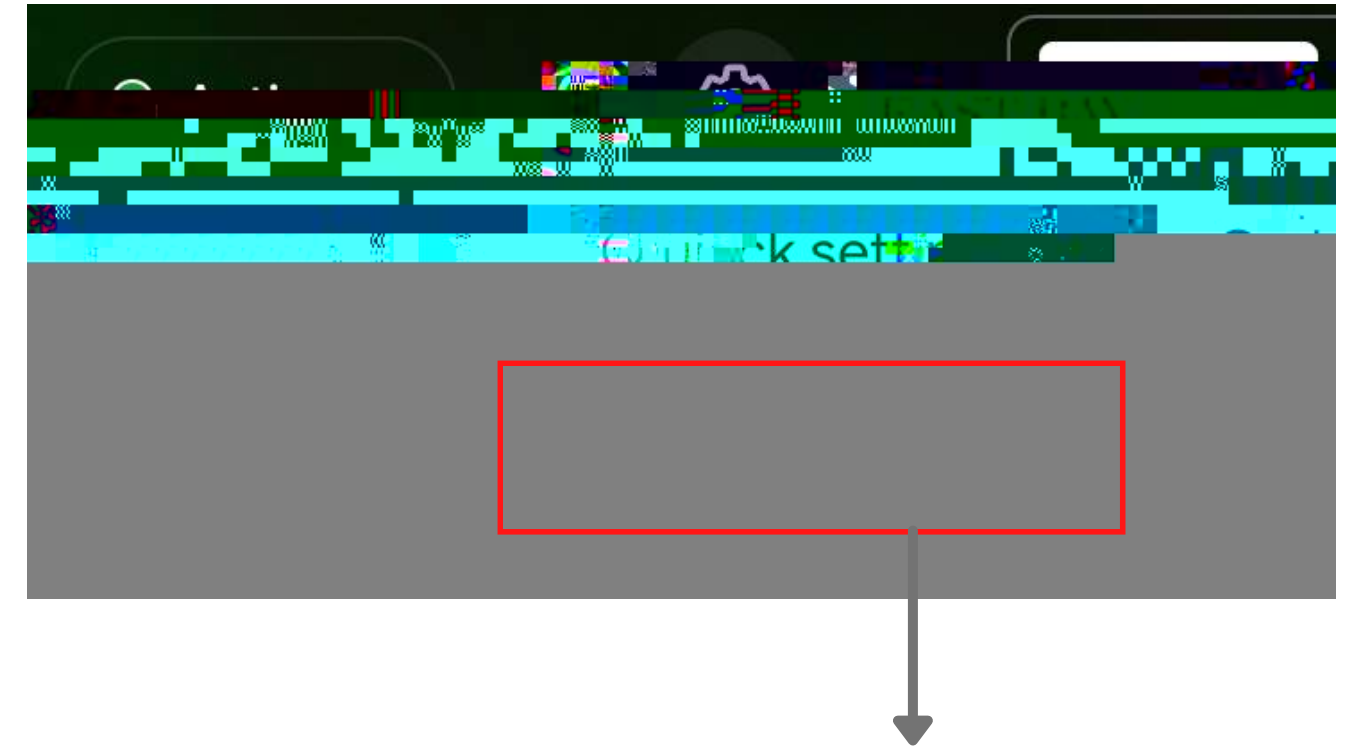
# Adding a new Signature

TO YOUR GMAIL

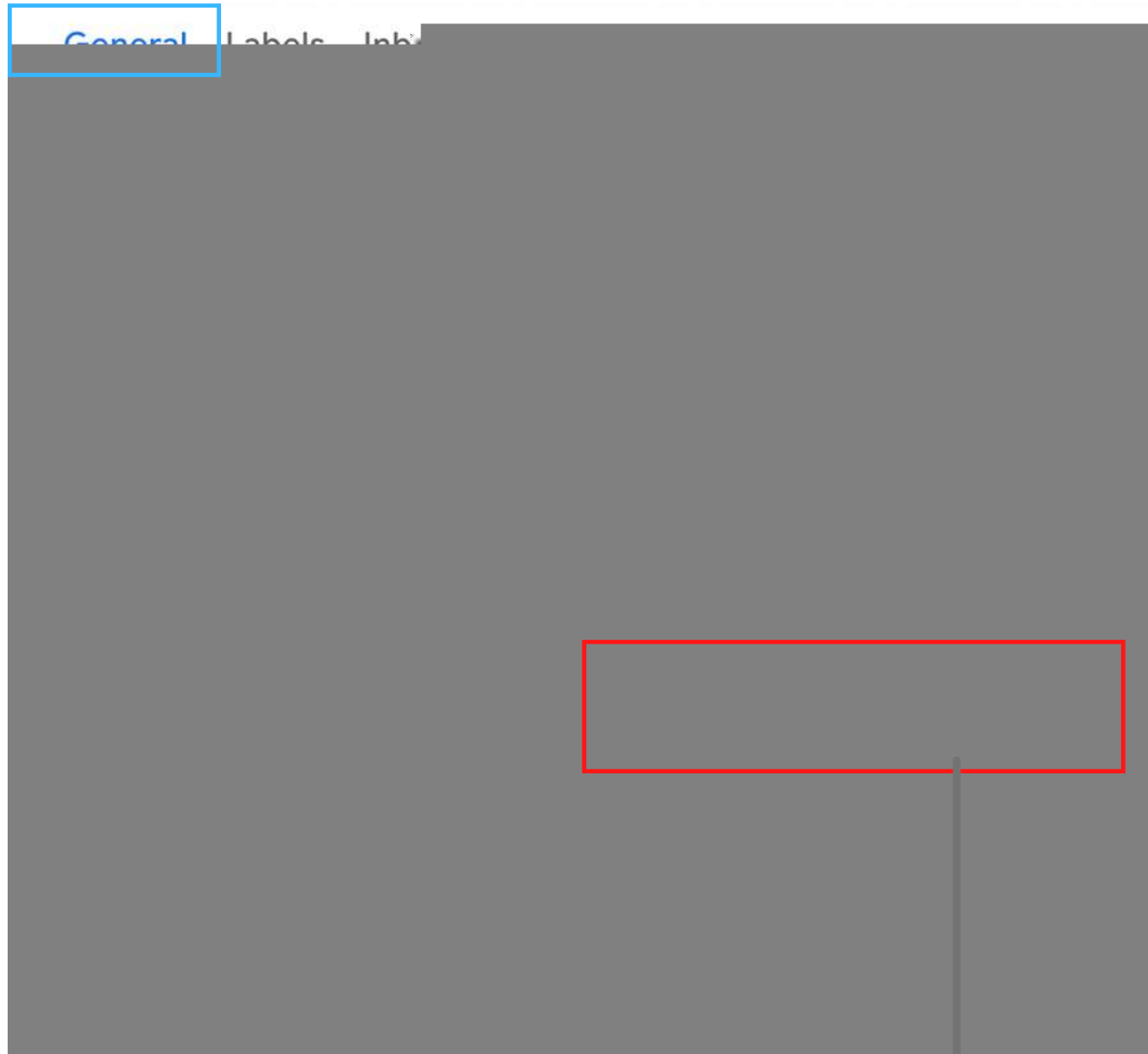




Step 1: Click on the settings icon



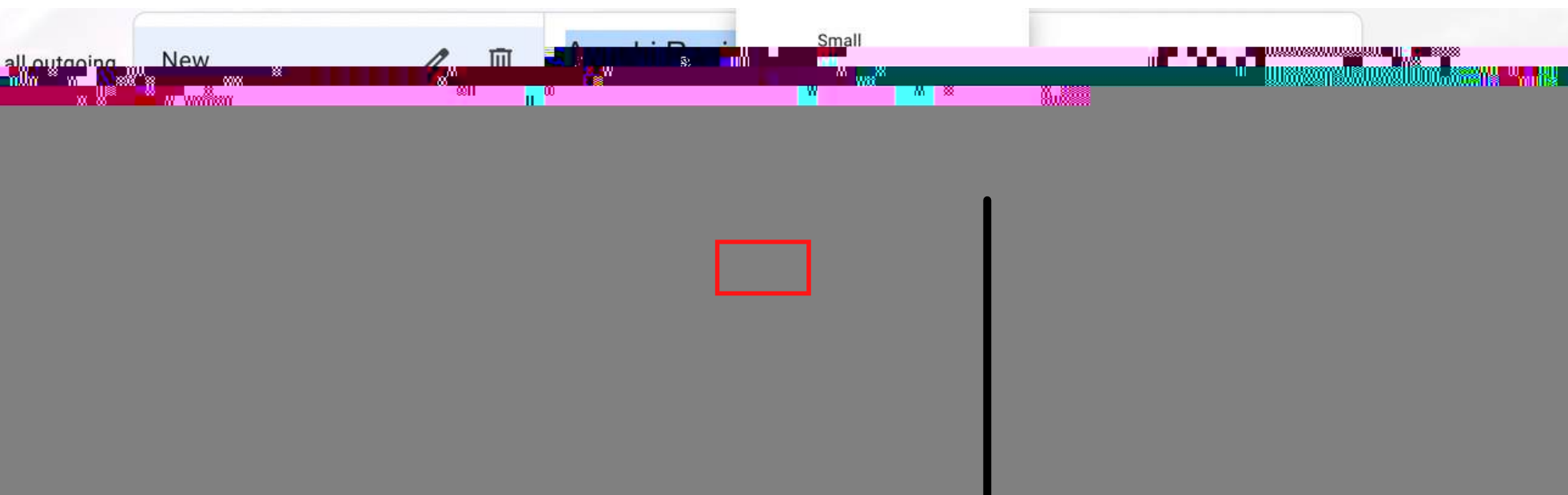
Step 2: Click on see all settings



Note: In the general tab one needs to scroll down to find the signature block

**Step 3:** Click on create new in the general tab, under signature block

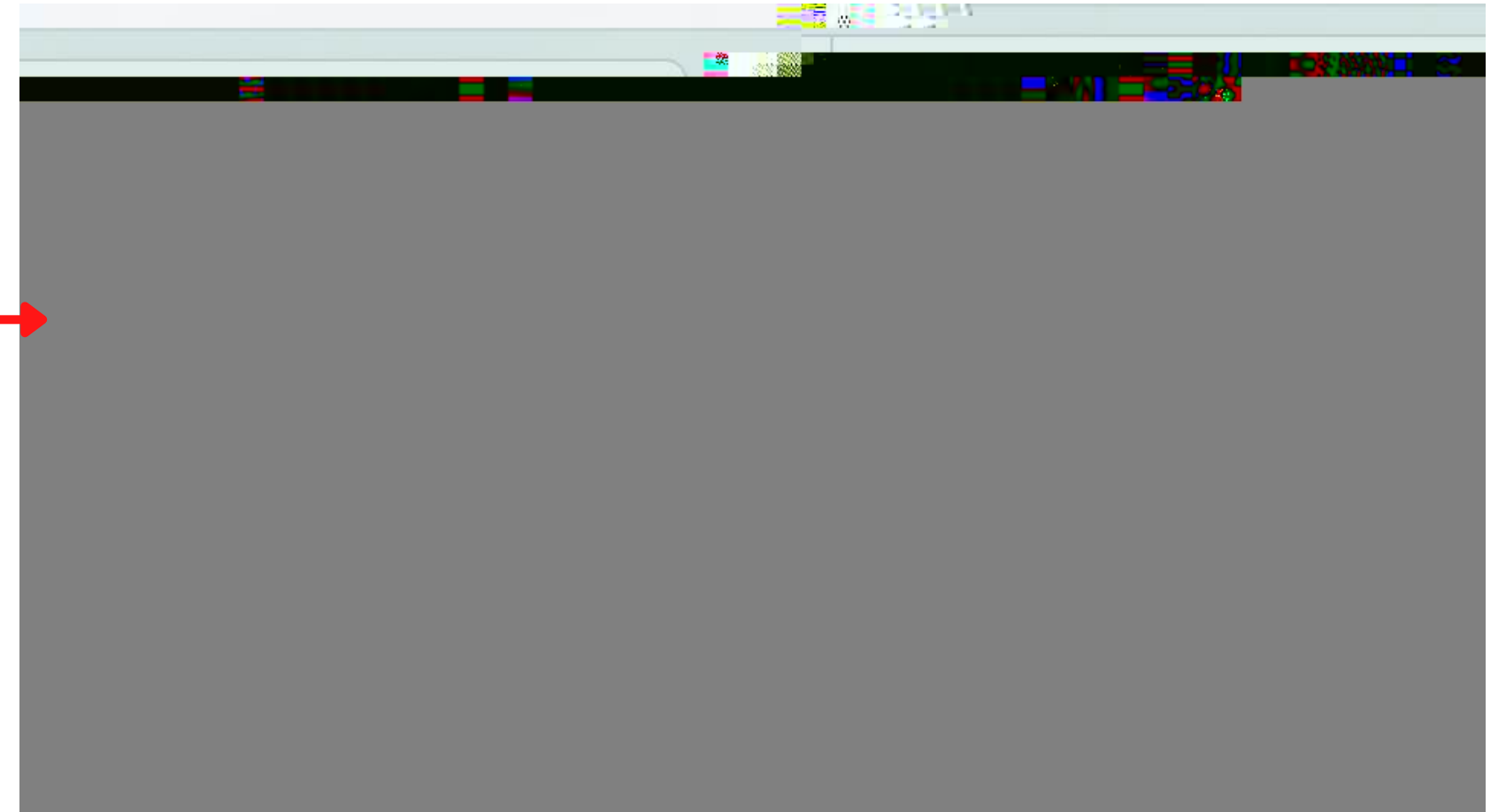








Once the logo is uploaded you can change it's size to medium by clicking on it

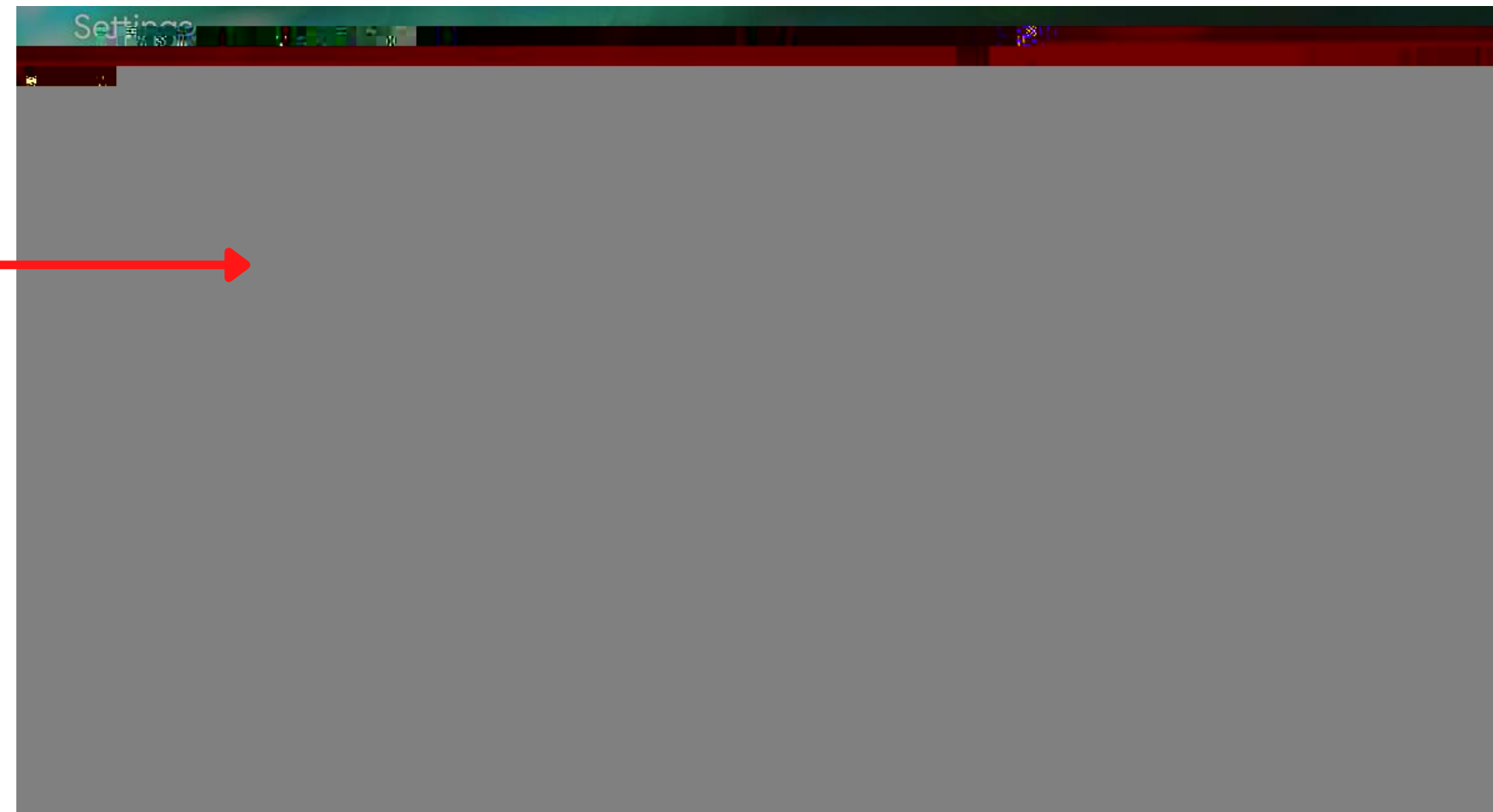


Note: you can see the logo size changing as shown here



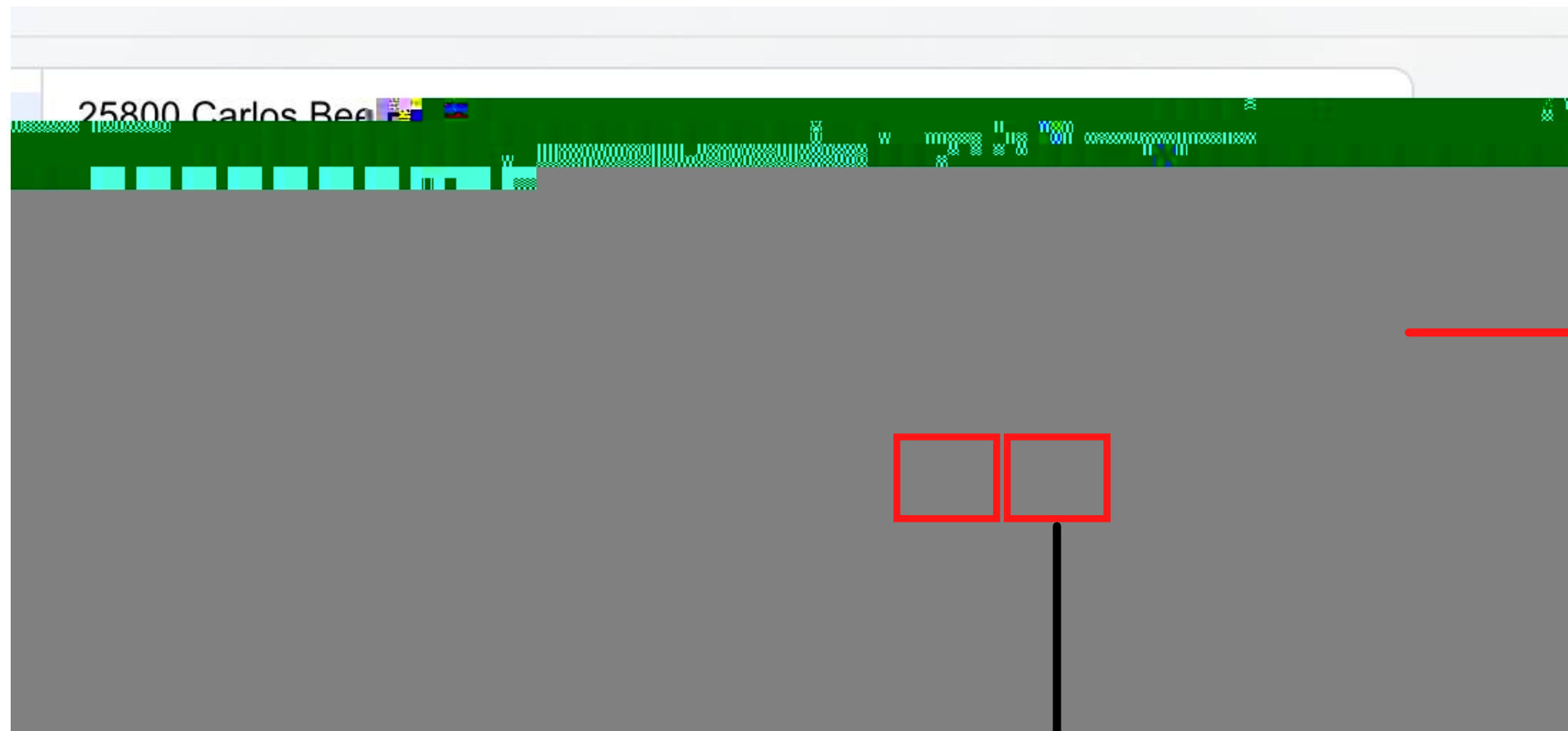
## Step 6:

We can add a hyperlink to the logo by selecting it and clicking on link button



You will be directed to the dialog box to add a web address. Add the link and click on ok.





We can also add social media icons by selecting on insert image button from here.



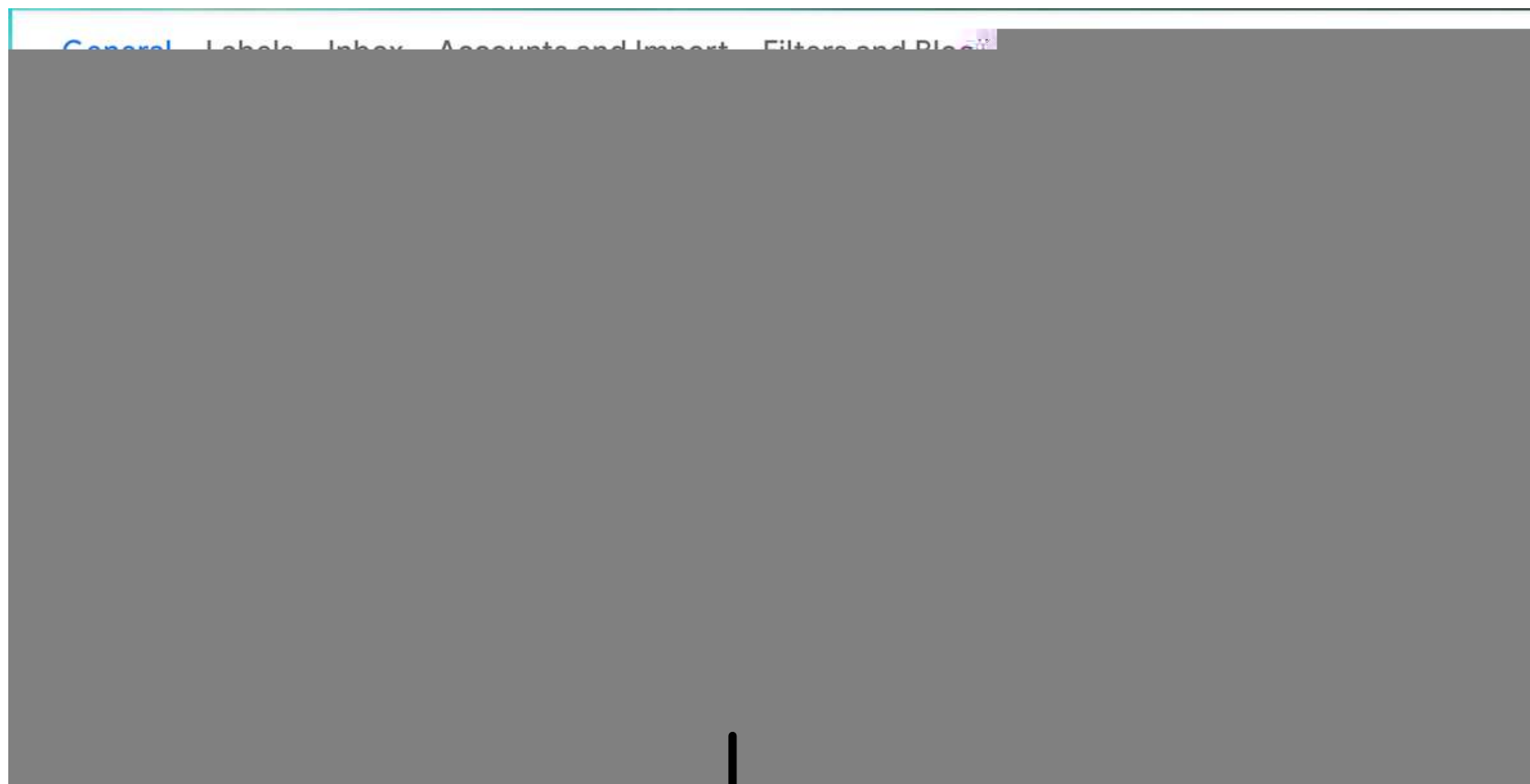
And further, select the icon (similar to the CalState East Bay logo previously) and click on the link button. Then add the web address or link to it as shown above. Click on ok and icon with a hyperlink to your socials is there

Here's a link to the drive with all the social media icons:

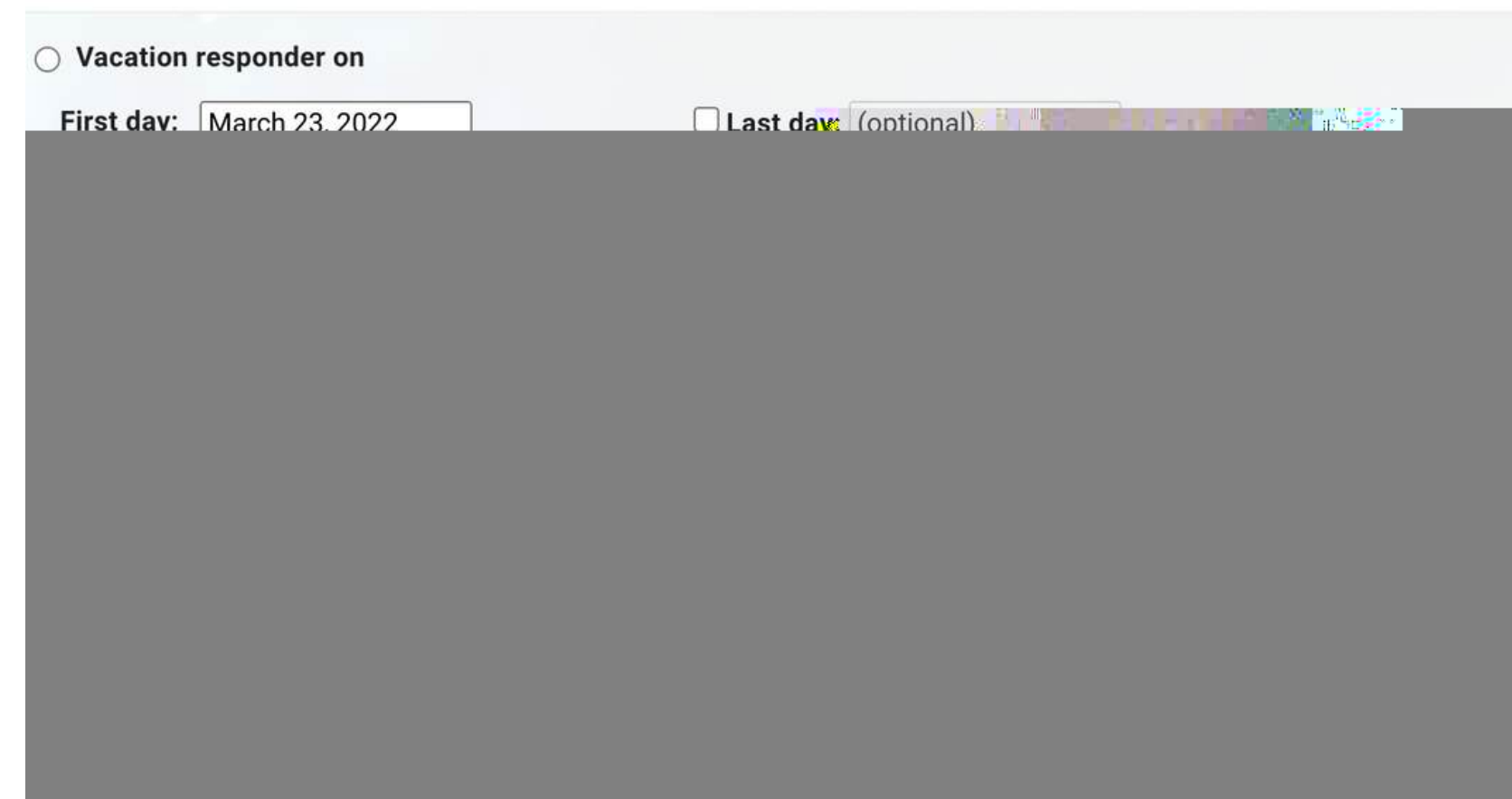
[https://drive.google.com/drive/folders/1OWOGwhkD7CjhmUorkDHkivhAZbz\\_mHUyu?usp=sharing](https://drive.google.com/drive/folders/1OWOGwhkD7CjhmUorkDHkivhAZbz_mHUyu?usp=sharing)

The official social media handles are as follows:

1. <https://twitter.com/CalStateEastBay>.
2. facebook: <https://www.facebook.com/CalStateEastBay/>
3. instagram: <https://www.instagram.com/csueb/>
4. @inked n: <https://www.linkedin.com/school/csueastbay/>
5. YouTube: <https://www.youtube.com/channel/UCObJgPQsJITHxy7RftZY6g>



Once your signature is ready add it to your reply emails or new emails by selecting its name from the drop-down as shown above



Scroll down to the page and click on save changes

Once you're done,  
the signature will appear in  
every new email

