



How to Set Up an E-Mail Signature in Gmail

Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the  Show trimmed content button at the bottom of the message.

Create signatures

1. Open [Gmail](#).
2. Click the  gear in the top right.
3. Select **Settings**.

Scroll down to the “Signature” section and enter your new signature text in the box using these guidelines:

Main font is Verdana 10pt (Normal if using Google Email)

Confidentiality Font is Verdana 8pt Italics

LTS Red = 162R/38G/46B

LTS Blue = 26R/ 41G/ 71B

CFE Signature

Thank you!

Name

Title

CFE Email Address



CFE Management Group

Service Provider for Legacy Traditional Schools

Address

City, AZ Zip

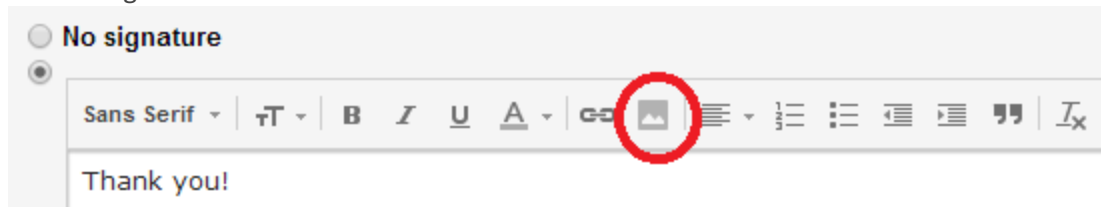
Phone: (XXX) XXX-XXXX Ext: XXXX

Fax: (XXX) XXX-XXXX

www.LegacyTraditional.org

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, copy, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

*You can copy and paste this text but will need to re-attach the image properly. To do this, press the insert image button



Copy and paste this link for the CFE logo: <http://www.legacytraditional.org/portal/images/cfe-logo.png>
Press OK.

4. You can format your text using the buttons directly above the text box. An example of a signature is pictured below:

A screenshot of an email signature template within an editor. On the left, a sidebar shows 'Signature:' with a note '(appended at the end of all outgoing messages)' and a 'Learn more' link. The main editor area has the 'No signature' radio button selected. The text box contains a sample signature for 'CFE Management Group'. The signature includes the text 'Thank you!', followed by fields for 'Name', 'Title', and 'CFE Email Address'. Below these is the CFE logo, which features a classical building facade and the letters 'CFE' in a red box, with 'MANAGEMENT GROUP' underneath. The signature text continues with 'CFE Management Group', 'Service Provider for Legacy Traditional Schools', 'Address', 'City, AZ Zip', 'Phone: (XXX) XXX-XXXX Ext: XXXX', 'Fax: (XXX) XXX-XXXX', and the website 'www.LegacyTraditional.org'. A 'CONFIDENTIALITY NOTICE' is at the bottom of the signature block. At the very bottom of the editor, a checkbox is checked with the label 'Insert this signature before quoted text in replies and remove the "--" line that precedes it.'

5. Click **Save Changes** at the bottom of the page once all your information has been entered according to the set guidelines.

These instructions here were provided through this [Google Help link](#).