



## 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**

### LTS District Signature

Thank you!

Name

Title

LTS Email Address



### **Legacy Traditional Schools**

District Office

Address

City, AZ Zip

Phone: (XXX) XXX-XXXX Ext: XXXX

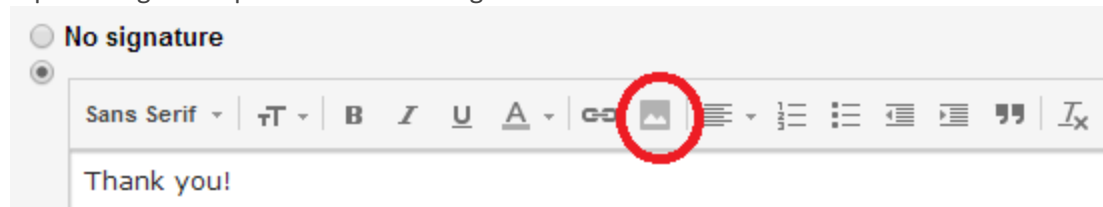
Fax: (XXX) XXX-XXXX

[www.LegacyTraditional.org](http://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, delete the copied image then press the insert image button



Copy and paste this link for the LTS logo: <http://www.legacytraditional.org/portal/images/lts-logo.png>

Copy and paste the link for the LTS-ATA-AdvancED logo:

<http://www.legacytraditional.org/portal/images/lts-ata-advanc-ed-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 editor. At the top, there are two radio buttons: 'No signature' (selected) and another unselected one. Below the buttons is a toolbar with various formatting options: font face (Sans Serif), font size (12), bold (B), italic (I), underline (U), text color (A), background color (G), and an 'Insert Image' button. Below the toolbar, the text 'Thank you!' is visible. Below that, there are fields for 'Name', 'Title', and 'LTS Email Address'. Below these fields is the LTS logo, which features a quill pen and the text 'Legacy Traditional School Building a Legacy of Learning'. Below the logo is the text 'Legacy Traditional Schools District Office Address City, AZ Zip Phone: (XXX) XXX-XXXX Ext: XXXX Fax: (XXX) XXX-XXXX www.LegacyTraditional.org'. Below the text is another LTS logo. At the bottom, there is a checkbox labeled 'Insert this signature before quoted text in replies and remove the "--" line that precedes it.' and a 'CONFIDENTIALITY NOTICE' text block.

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](#).