

CAL STATE
EAST BAY

Adding a new Signature

TO YOUR GMAIL

New Message

To |

Subject

--

Ayushi Ranjan
Student Assistant
University Communications

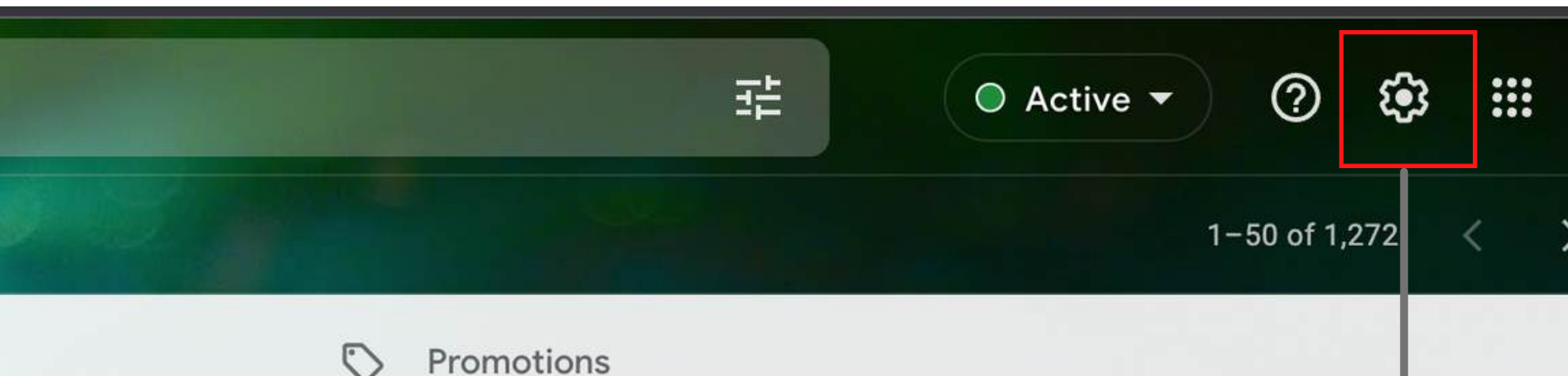
CAL STATE
EAST BAY

25800 Carlos Bee Blvd.
Hayward, CA 94542

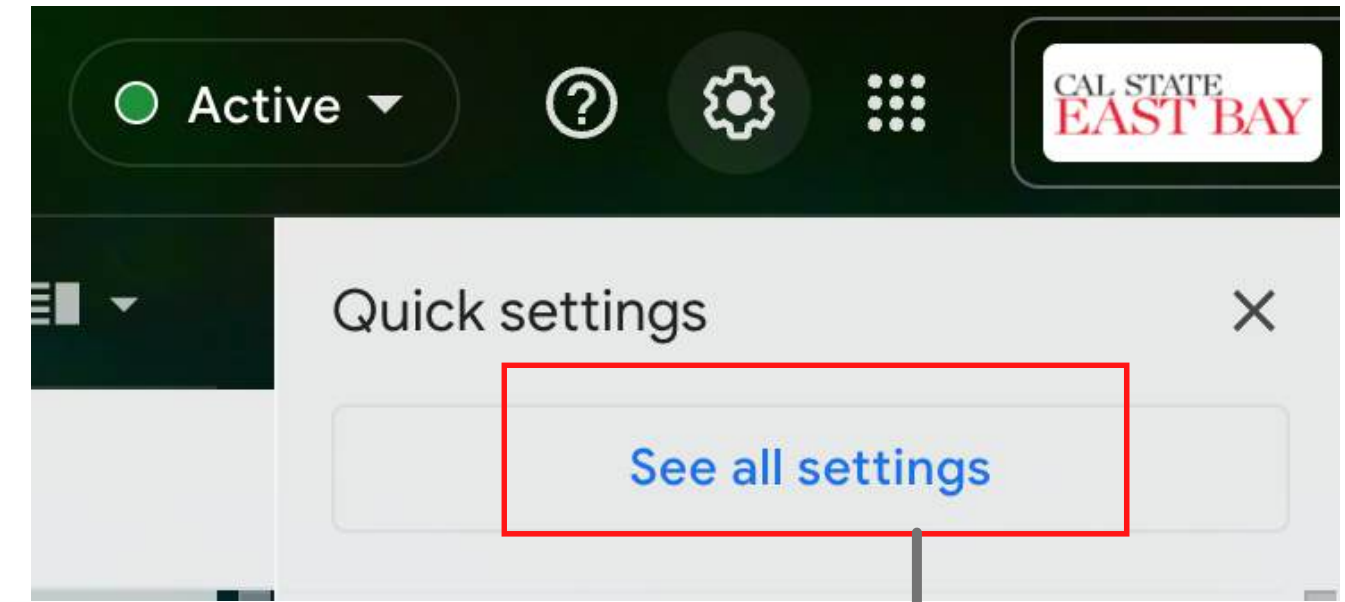
[in](#) [Twitter](#) [Instagram](#) [Facebook](#)

↶ ↷ Sans Serif ▾ T T ▾ B I U A ▾ ☰ ▹ ☰ ▹

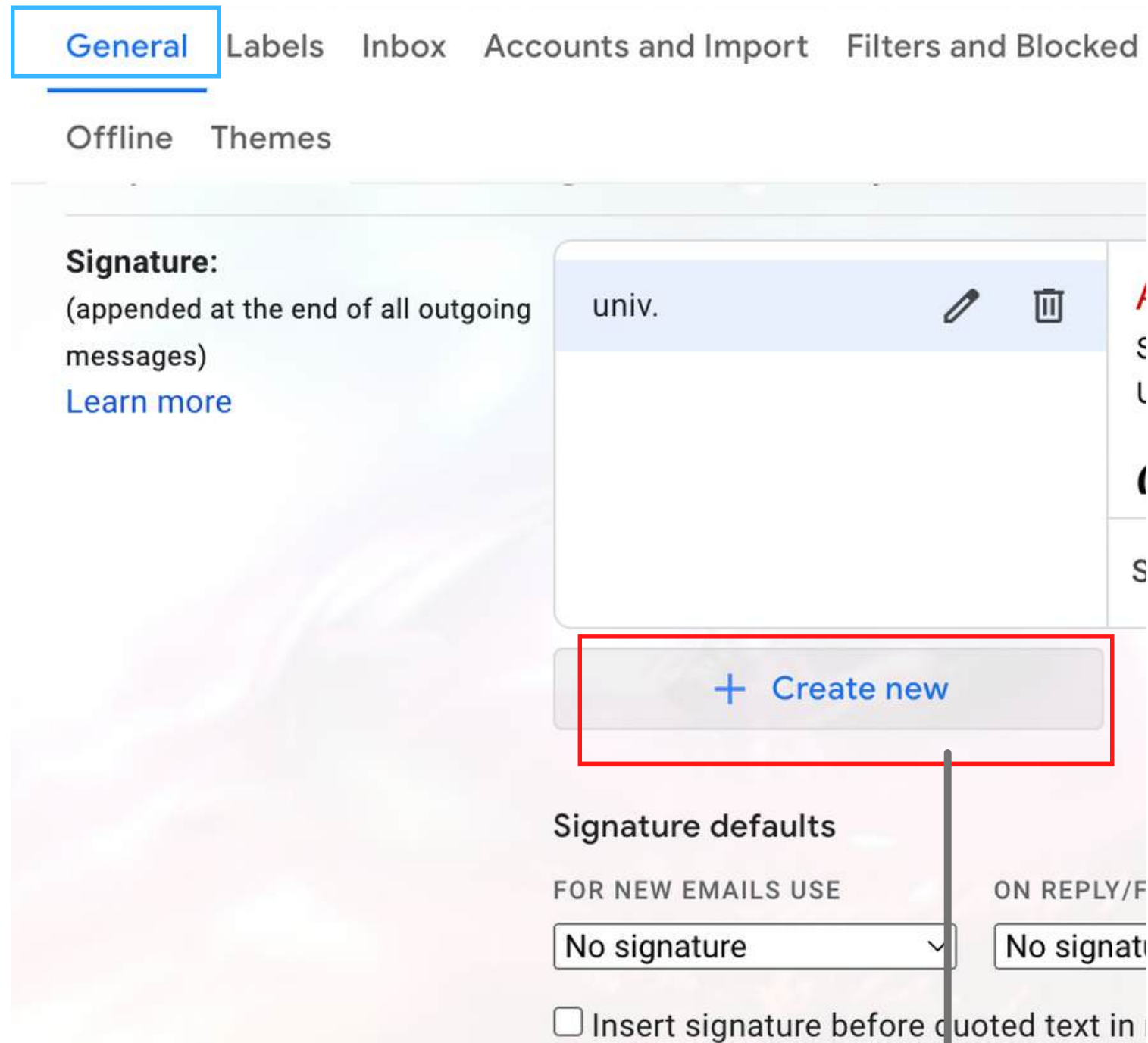
Send ▾ A 📎 🔗 😊 📎 📎 🖋



Step 1: Click on the settings icon

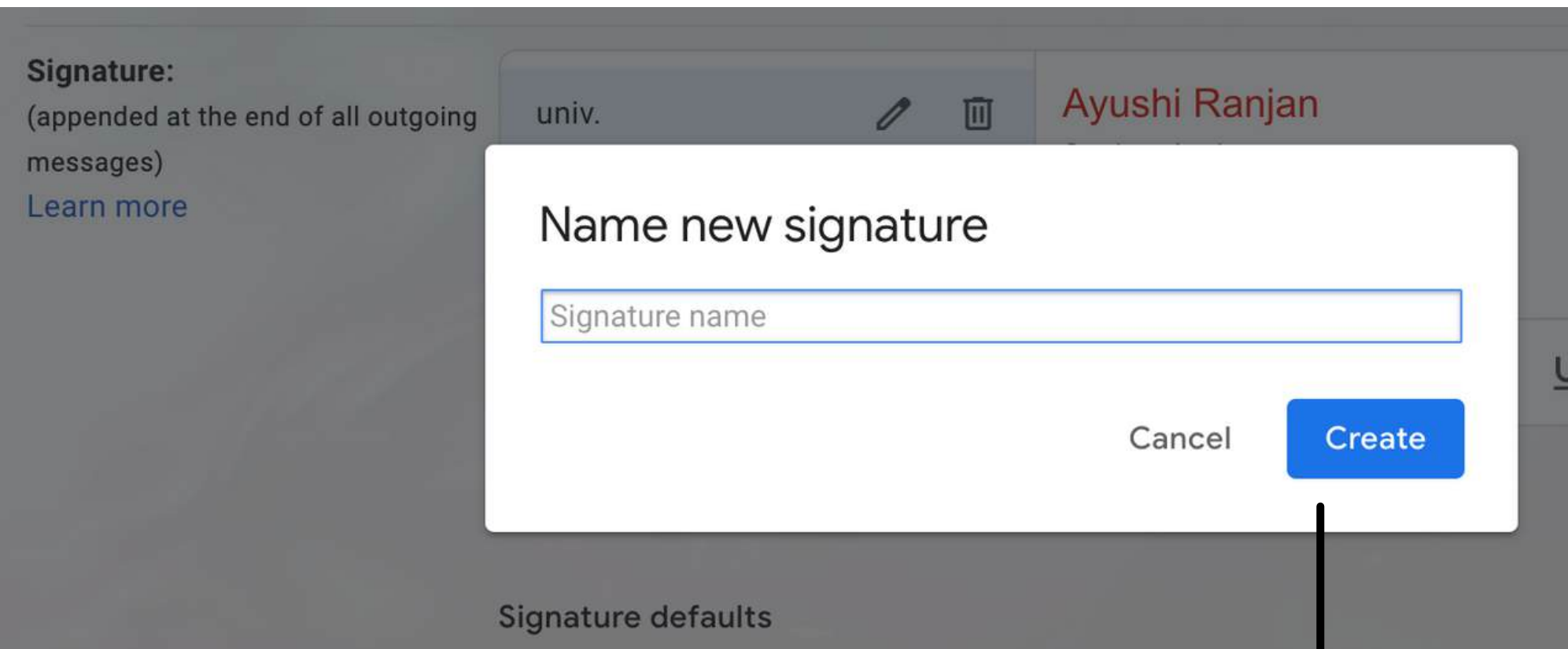


Step 2: Click on see all settings

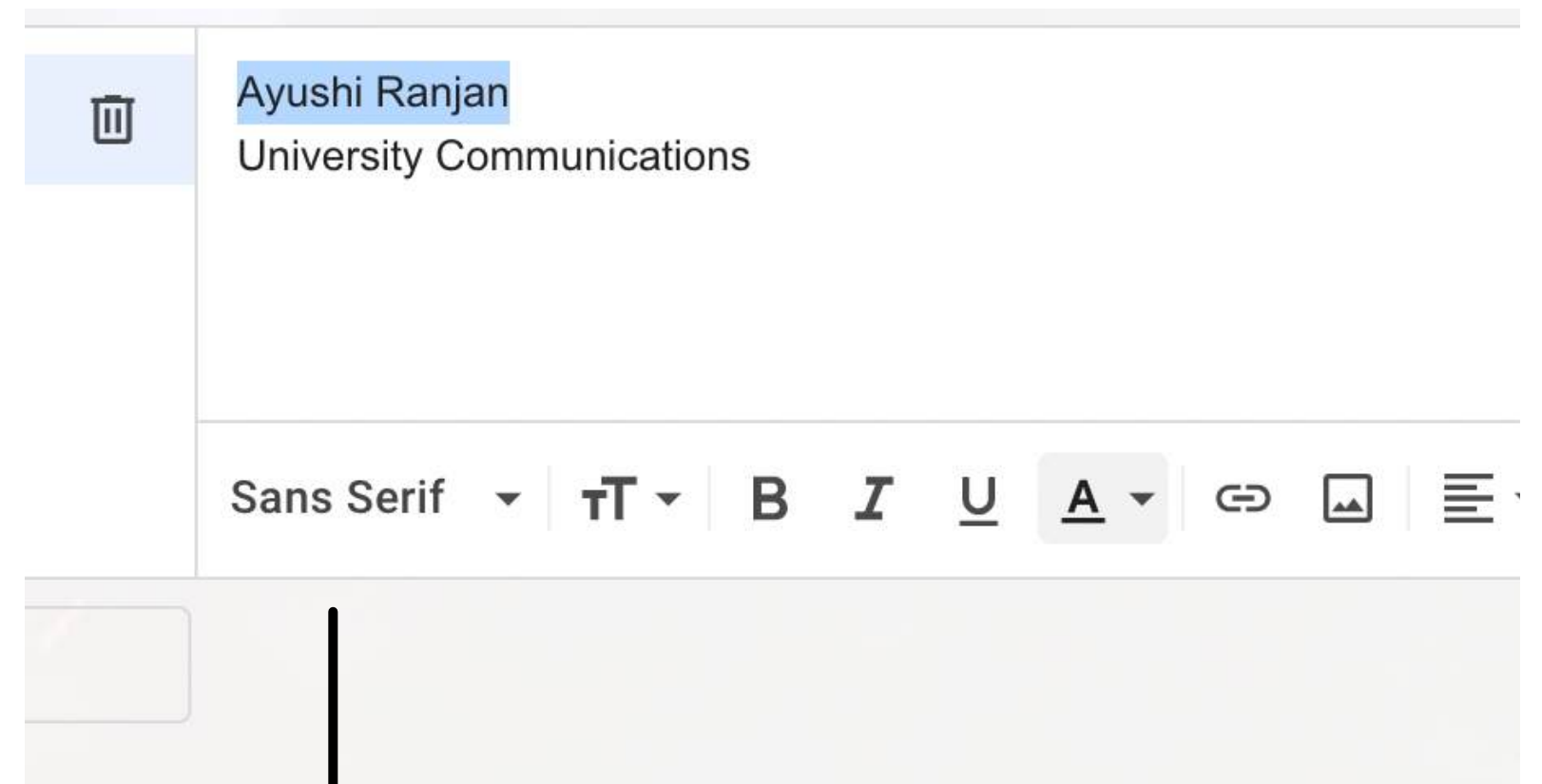


Note: In the general tab one needs to scroll down to find the signature block

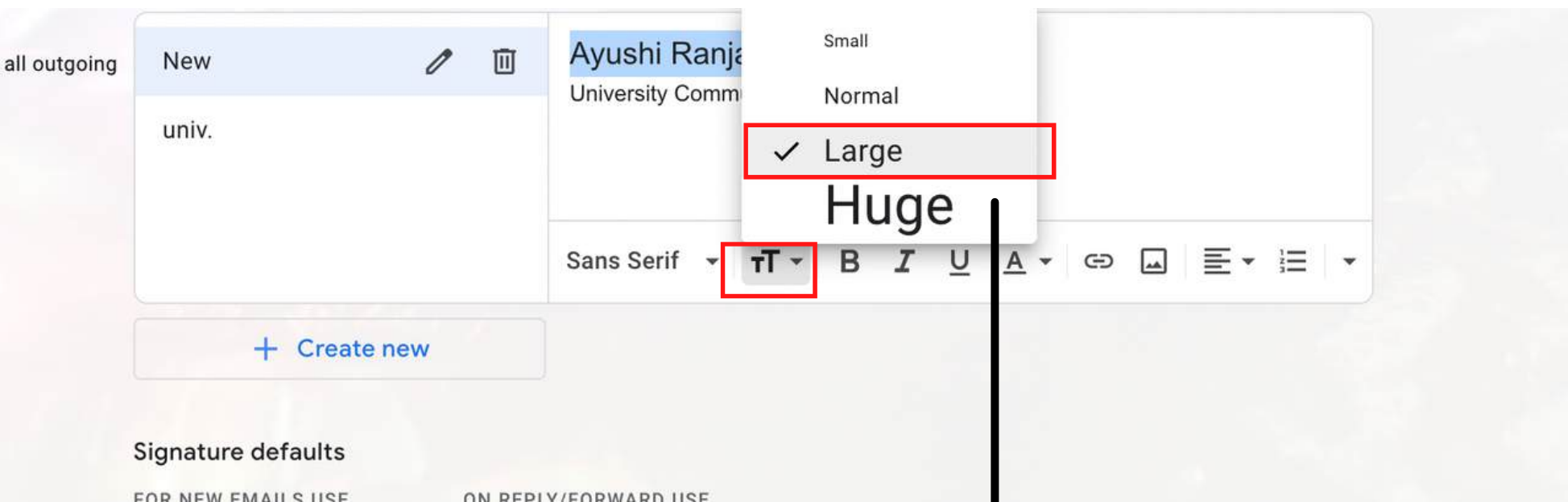
Step 3: Click on create new in the general tab, under signature block



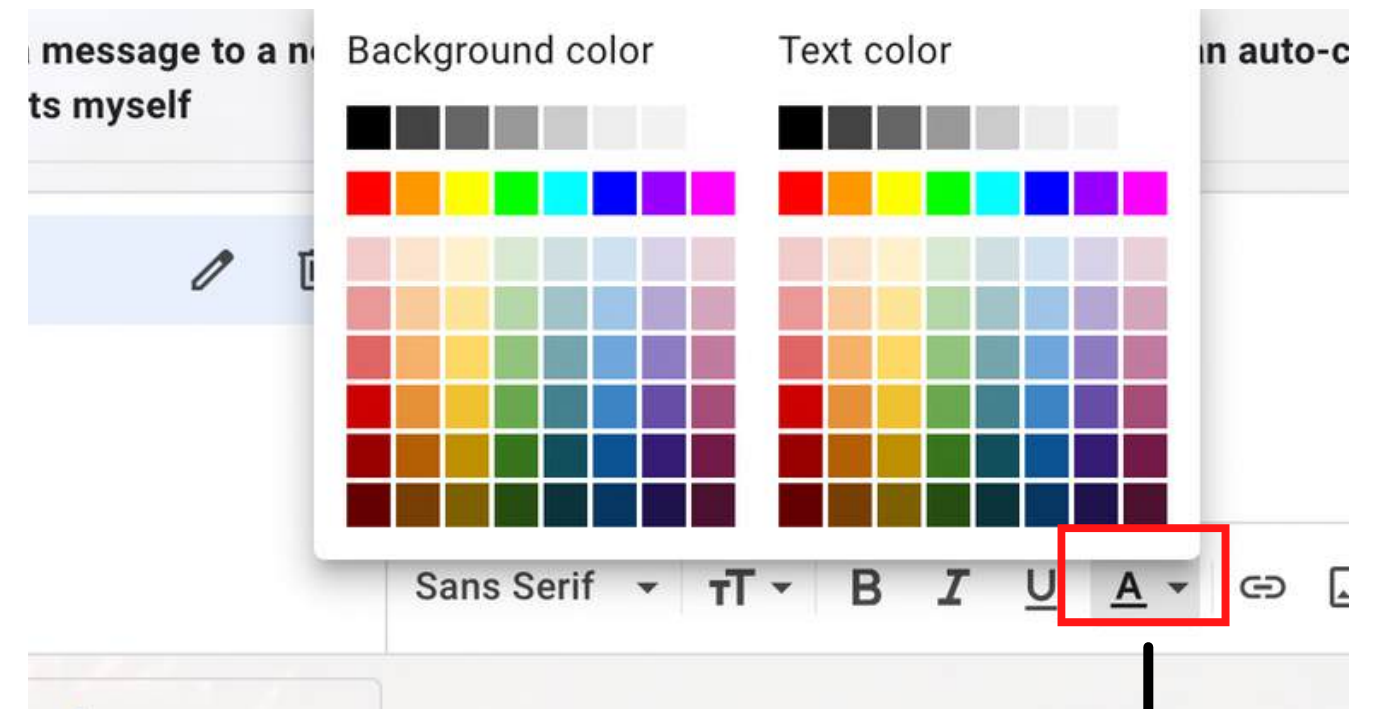
Step 4: Name your new signature and click on create



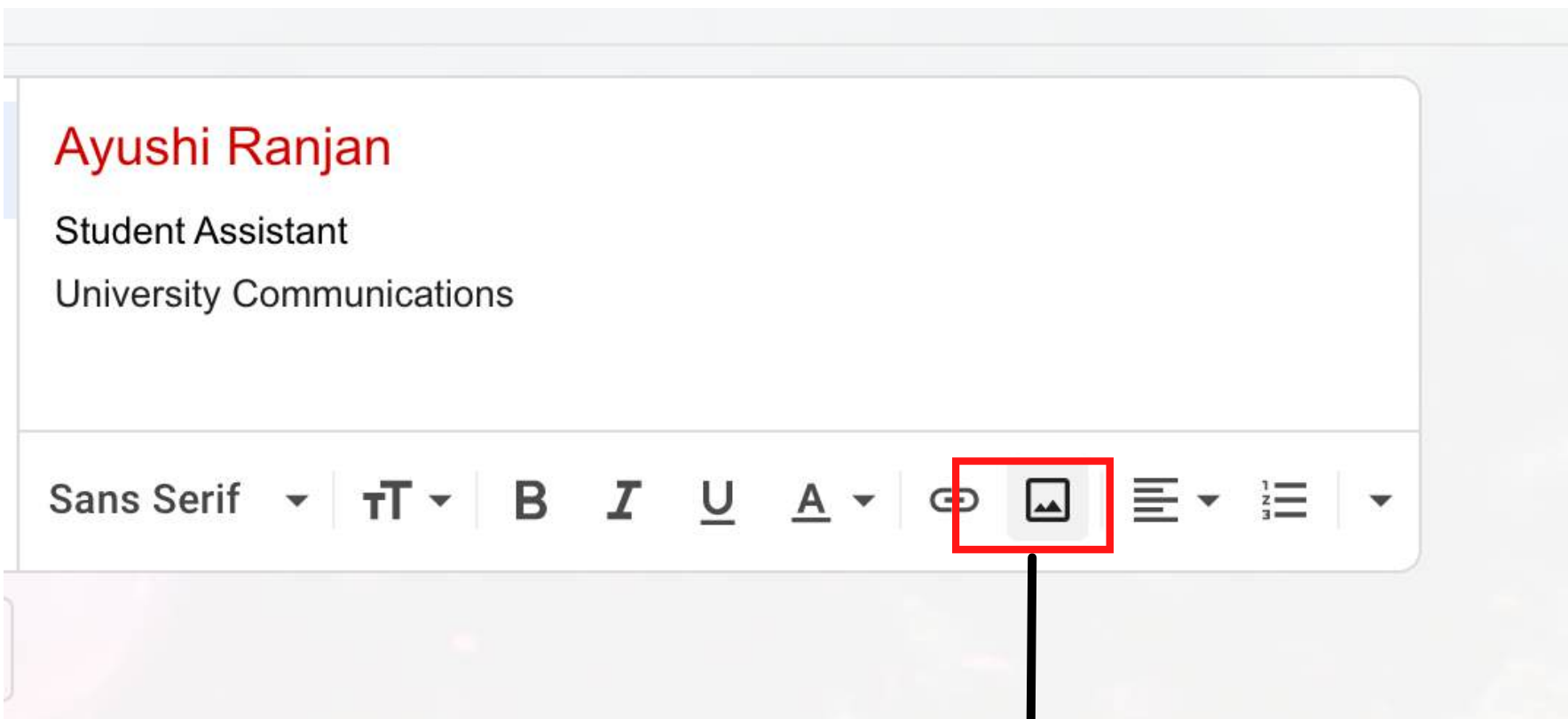
Step 5: Start writing the details you need in your signature like name, Designation, Department etc



Step 5 : Select your name and click on large from the text size drop down



The color of the text can also be changed from the text color drop down



Step 5 : To add CalState East bay's logo click on the insert image icon

Add an image

Web Address (URL)

My Drive

Upload



Images

Folders

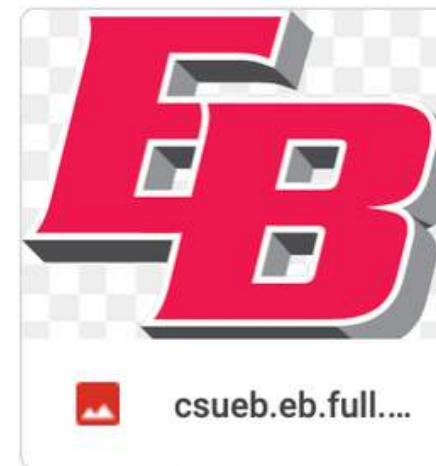


Gather town v...



presentations

Files



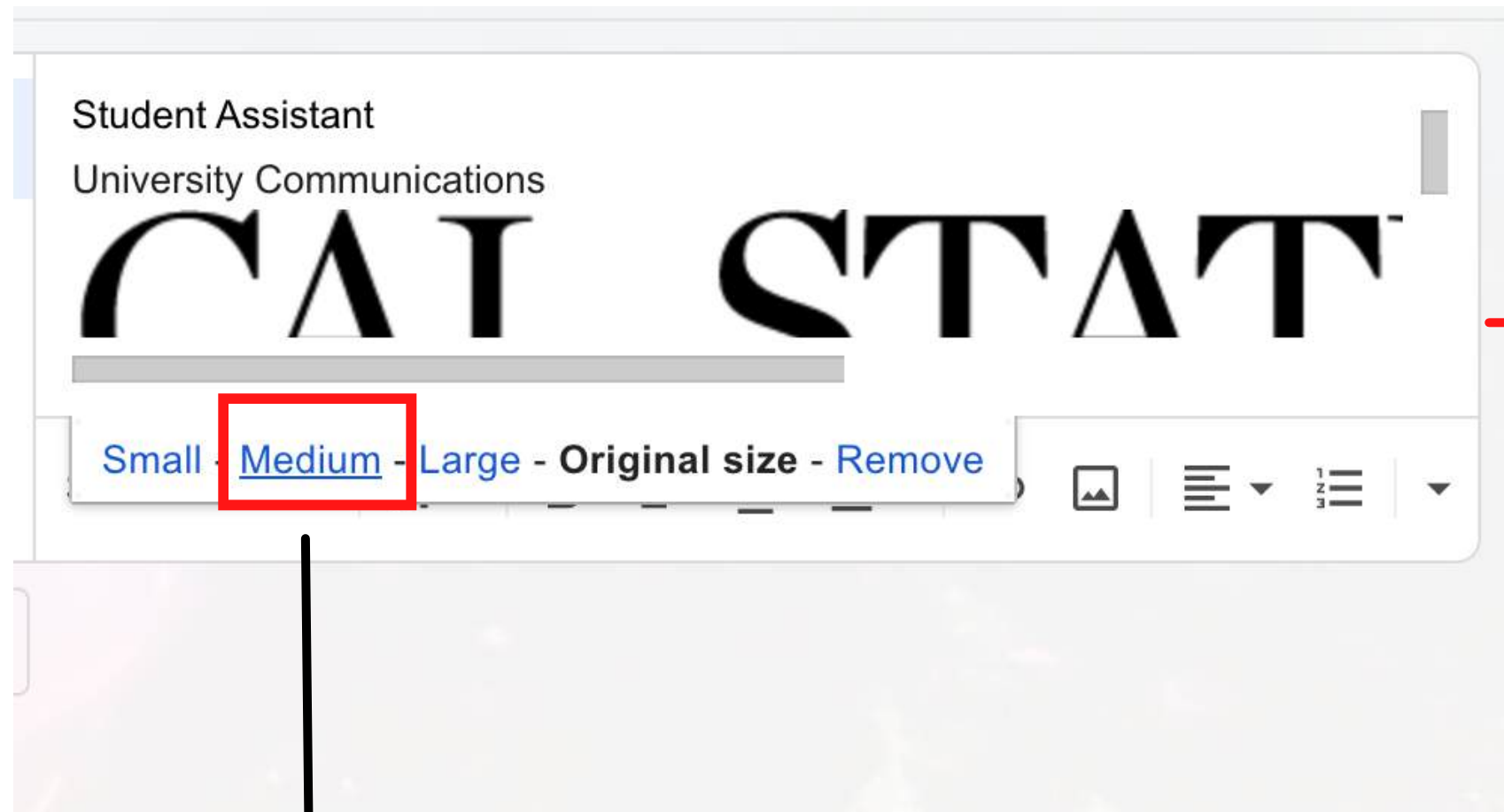
csueb.eb.full...



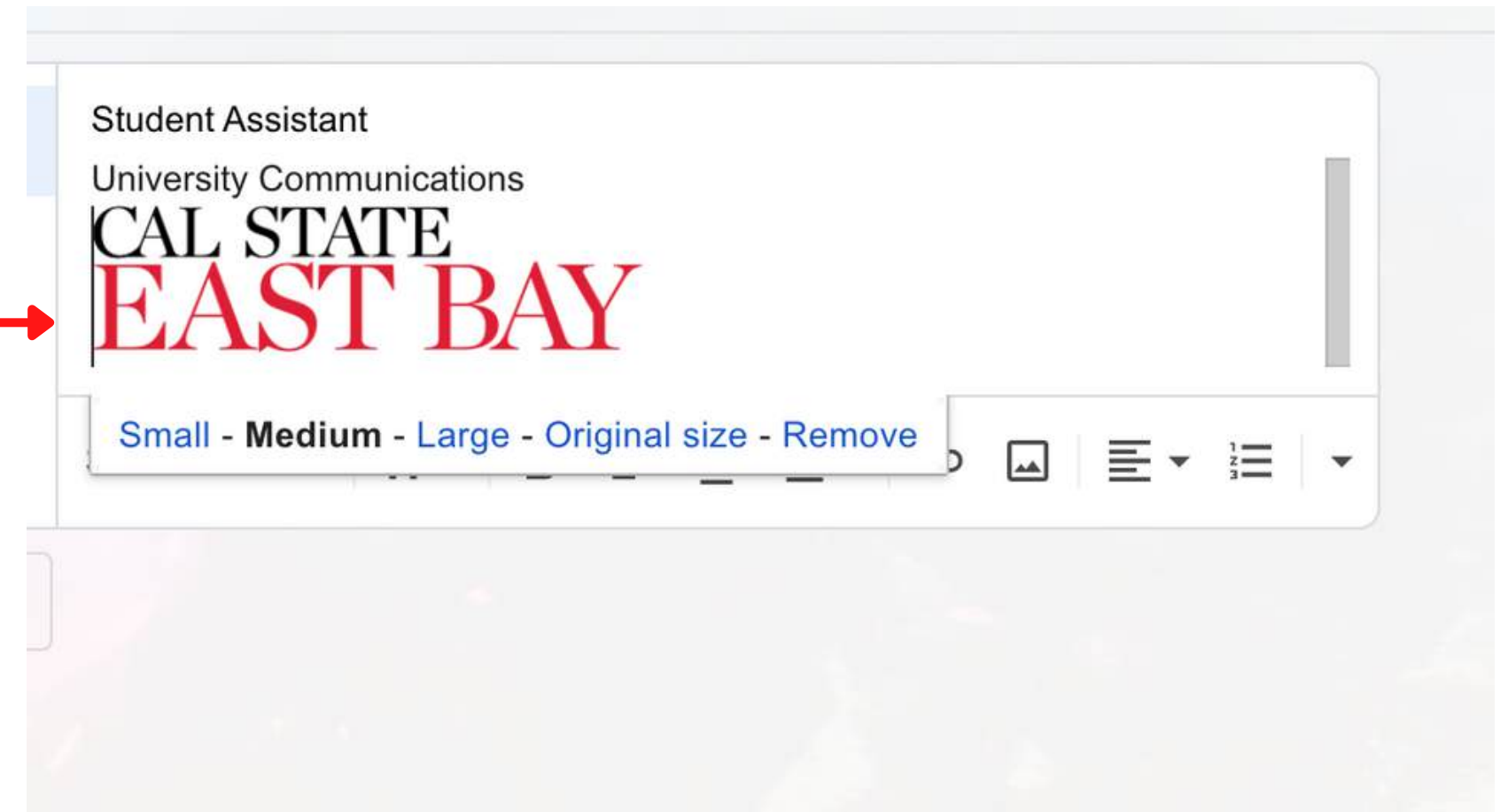
csueb.logo.pn...

csueb.logo.png

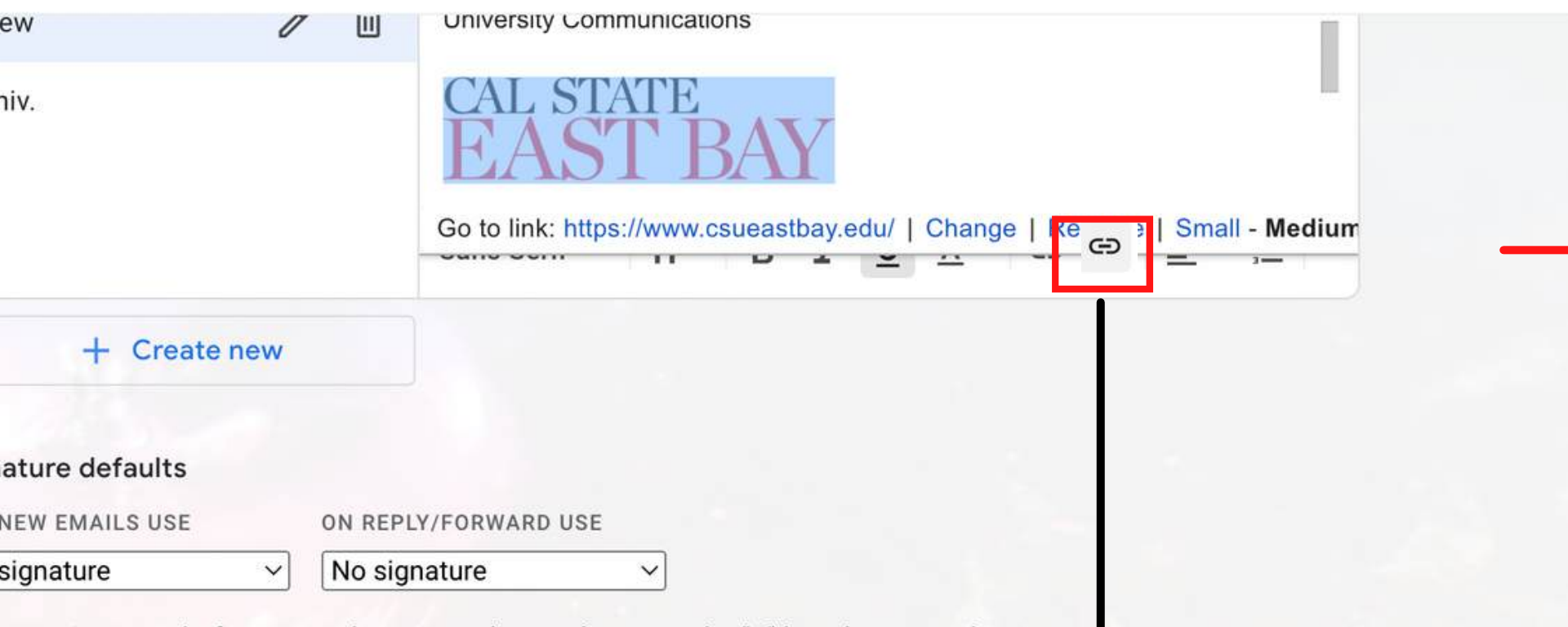
Either upload or select the logo from your device and click on the select button on the bottom.



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

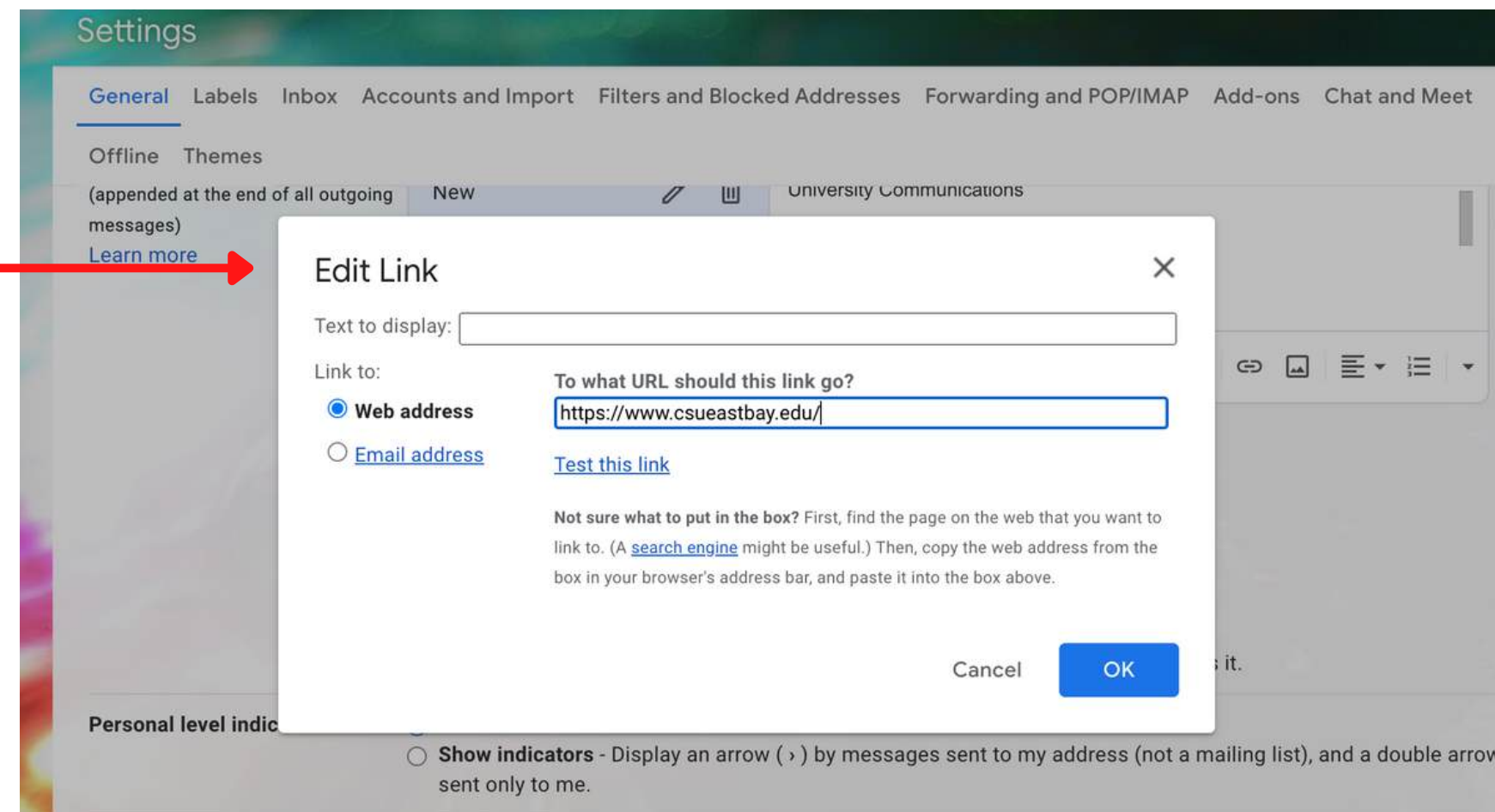


Note: you can see the logo size changing as shown here

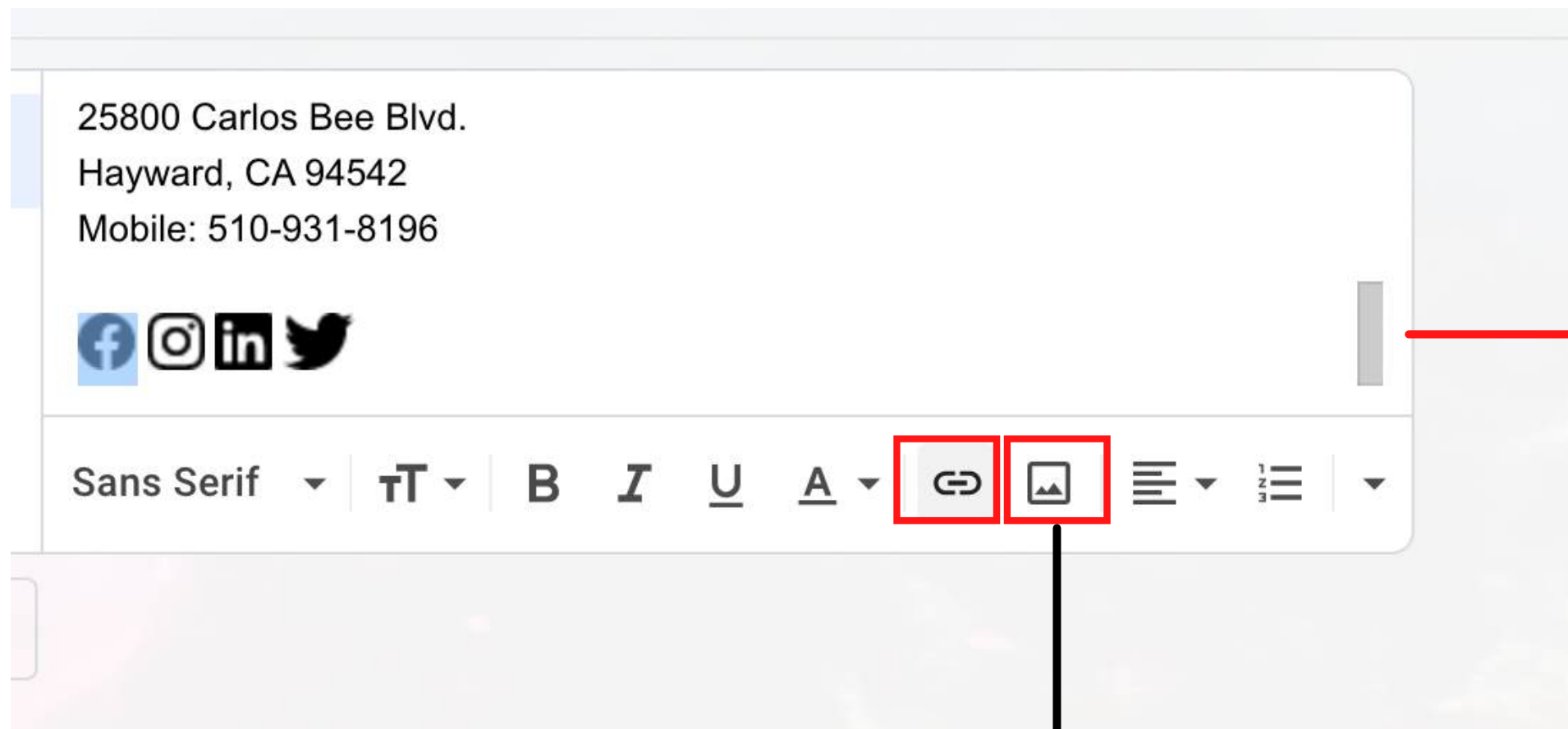


Step 6:

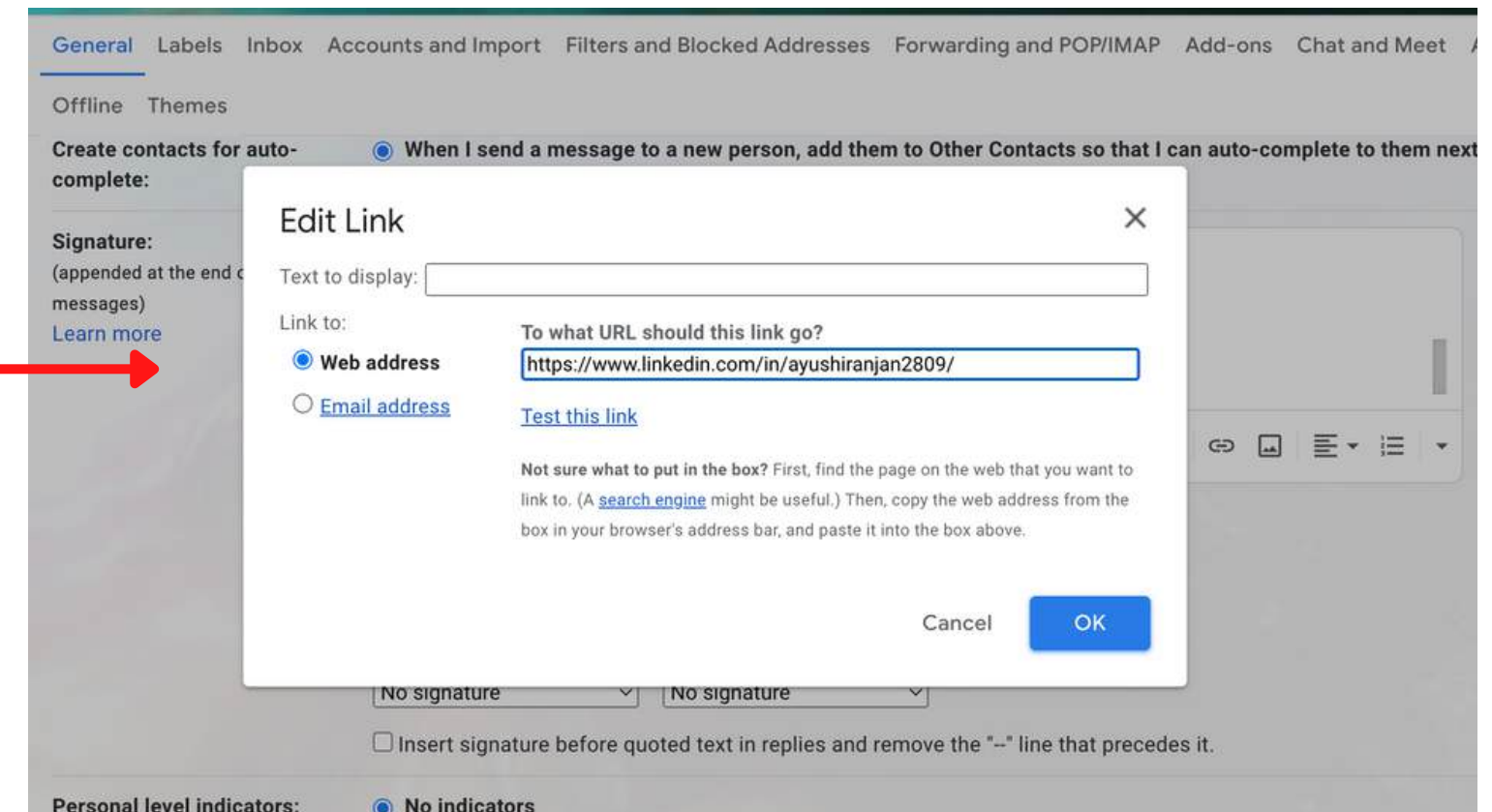
We can add a hyperlink to the logo by selecting it and clicking on link button



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.



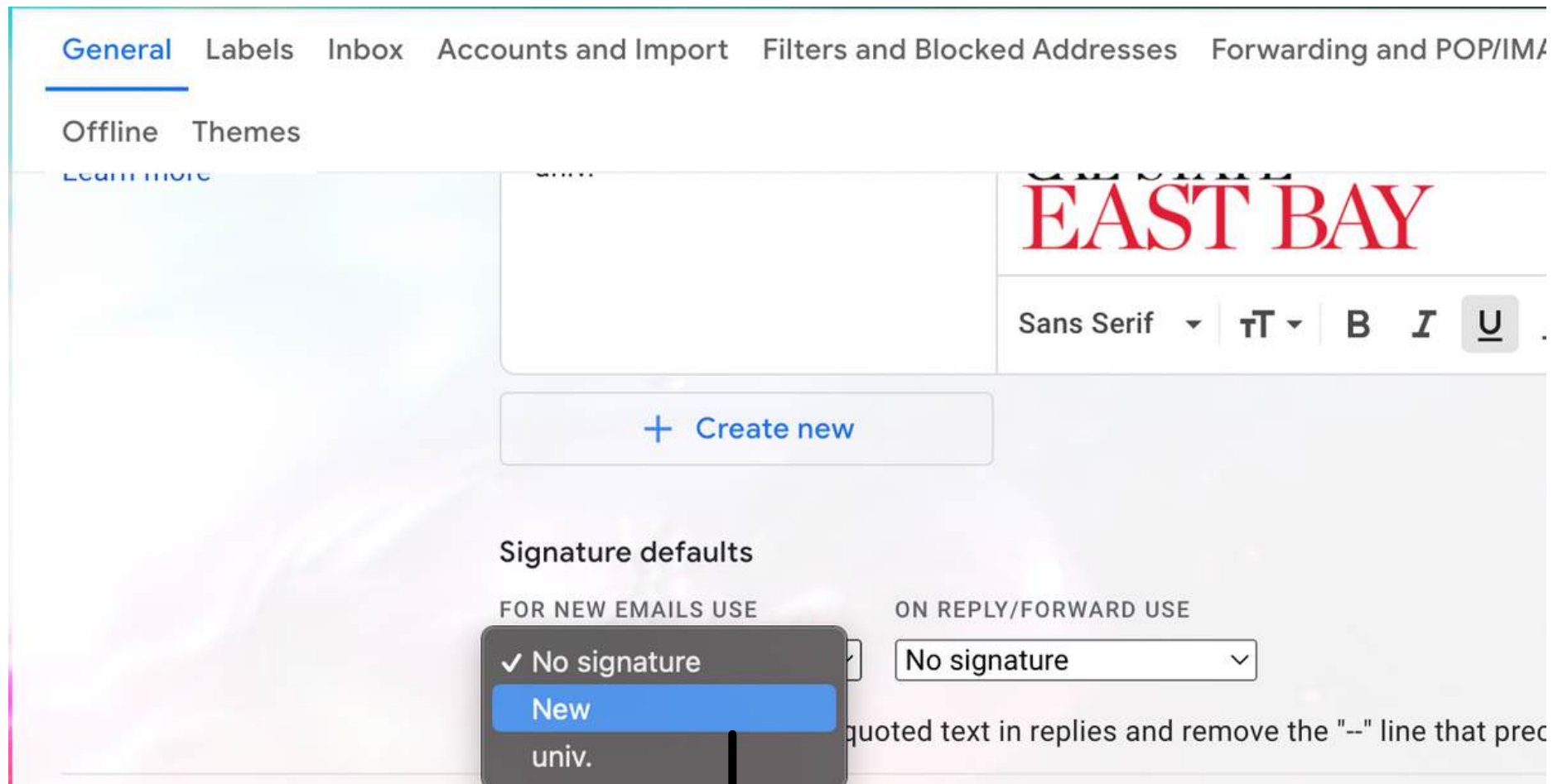
And further, select the icon (similar to the CalState East Bay logo previously) and click on the link button. Then add the web address or link to it as shown above. Click on ok and icon with a hyperlink to your socials is there

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

https://drive.google.com/drive/folders/1OWOGwhkD7CjhmuorkDHkivhAZbz_mHUyu?usp=sharing

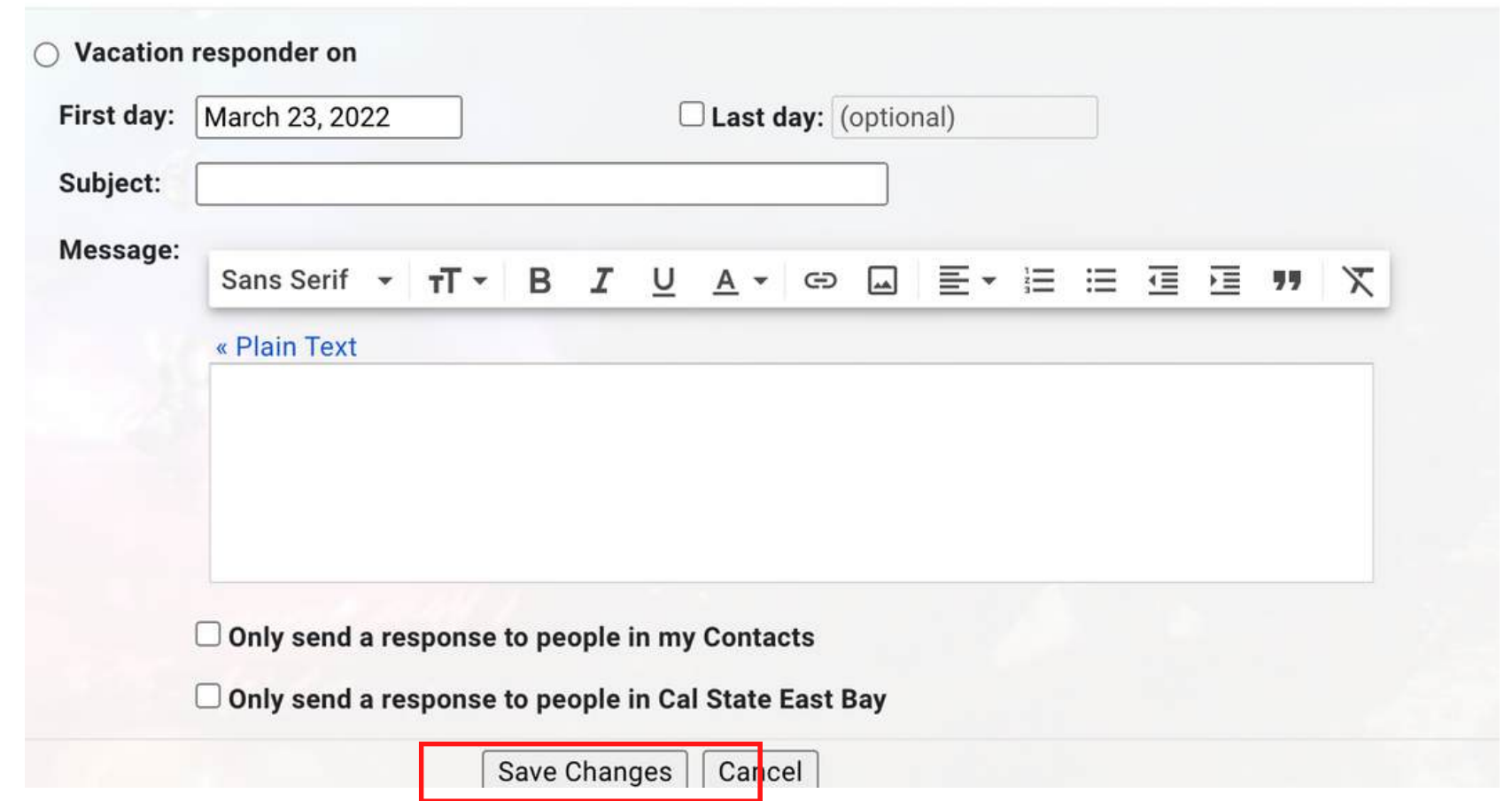
The official social media handles are as follows:

1. **Twitter:** <https://twitter.com/CalStateEastBay>.
2. **Facebook:** <https://www.facebook.com/CalStateEastBay/>
3. **Instagram:** <https://www.instagram.com/csueb/>
4. **LinkedIn:** <https://www.linkedin.com/school/csueastbay/>
5. **YouTube:** <https://www.youtube.com/channel/UCObJlgPQsJITHxy7RftZY6g>



Step 7:

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

