#### CAL STATE EAST BAY

# Adding a new Signature

TO YOUR GMAIL

#### New Message

Subject

То

#### Ayushi Ranjan

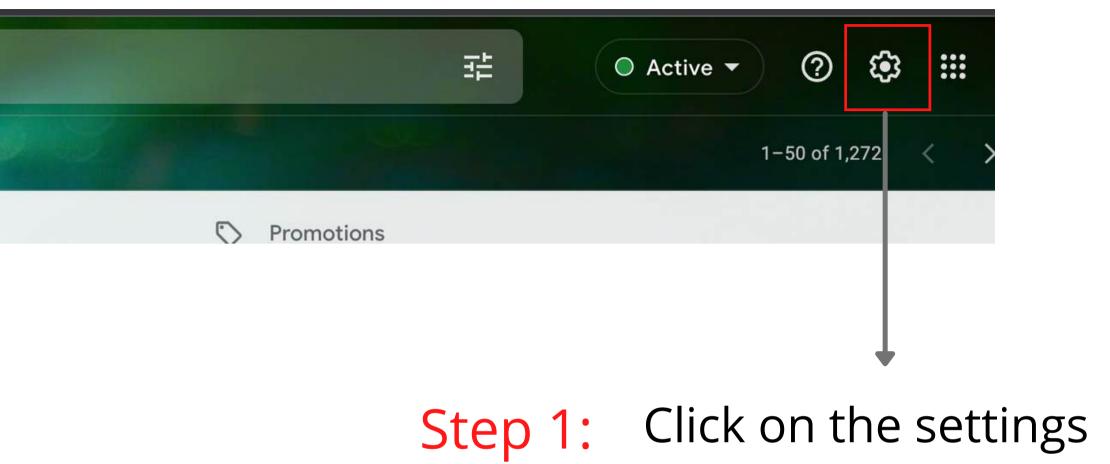
Student Assistant University Communications



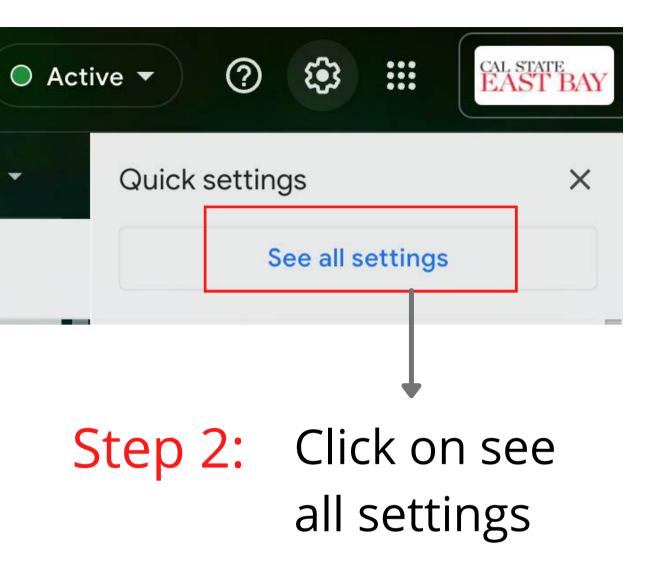
25800 Carlos Bee Blvd. Hayward, CA 94542

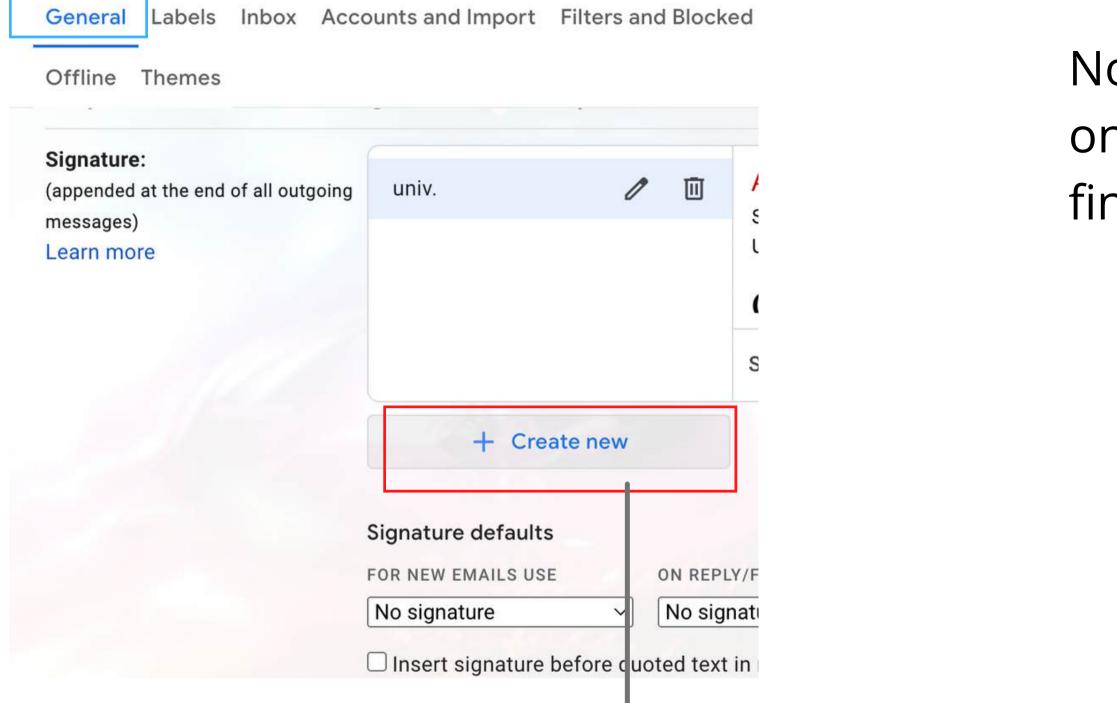






# icon





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

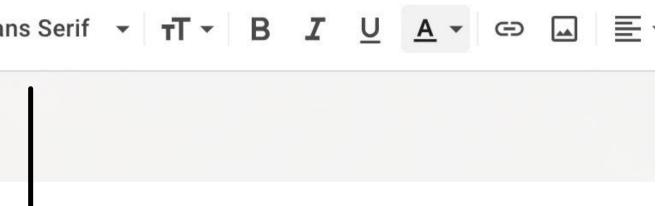
Note: In the general tab one needs to scroll down to find the signature block

Signature: (appended at the end of all outgoing	univ.	1	Ayushi Ranj	an		Ū	<mark>Ayı</mark> Un
messages) Learn more	Name new sig	gnature					
			Cancel	Create	U		Sar
	Signature defaults						

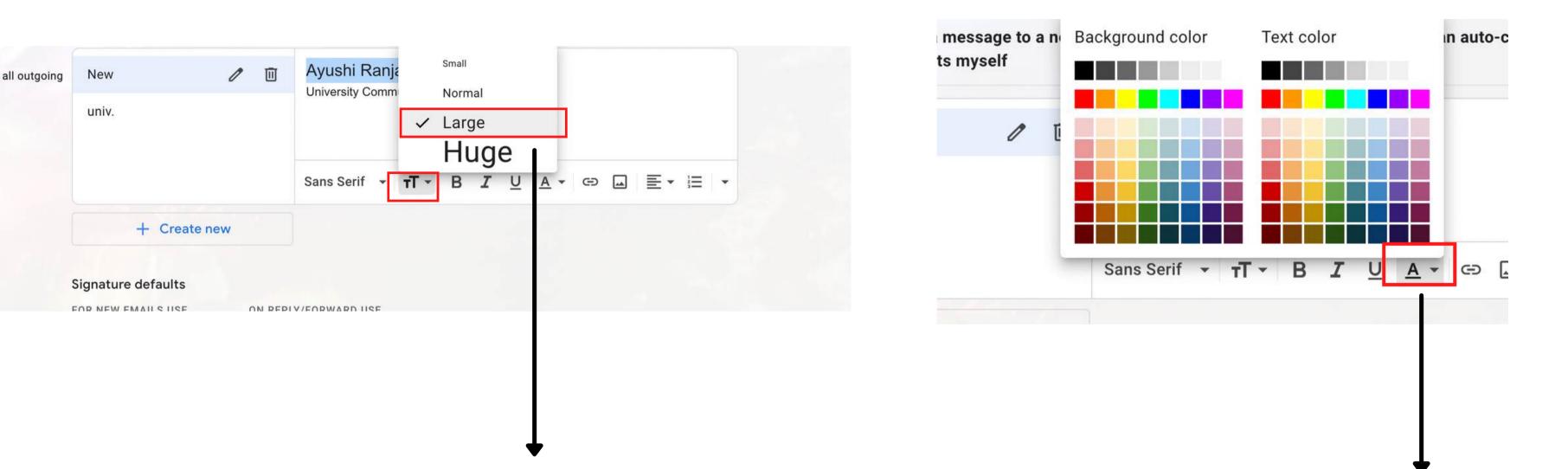
Step 4:Name your newsignature and clickon create

Step 5:

r<mark>ushi Ranjan</mark> niversity Communications

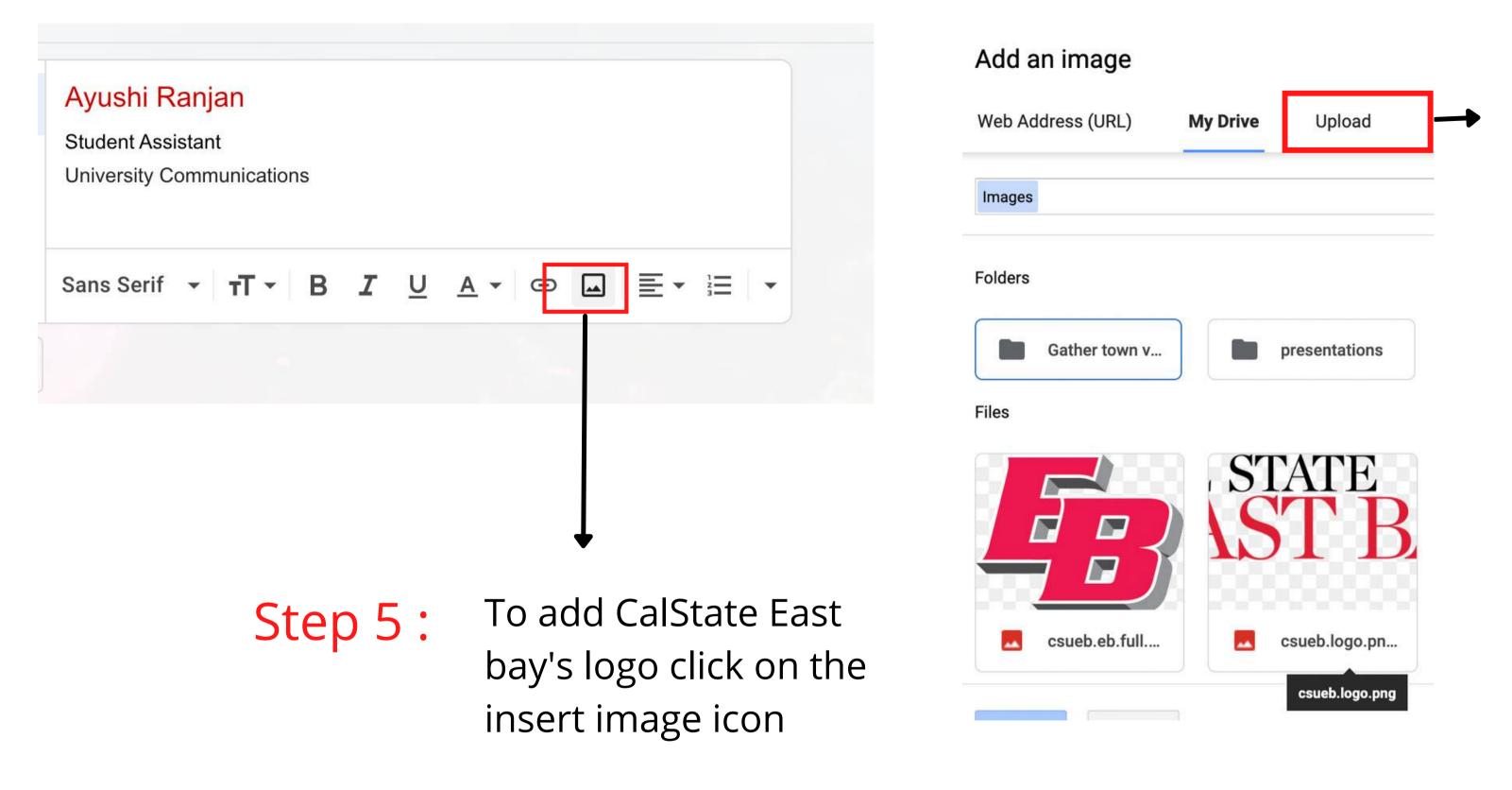


Start writing the details you need in your signature like name, Designation, Department etc

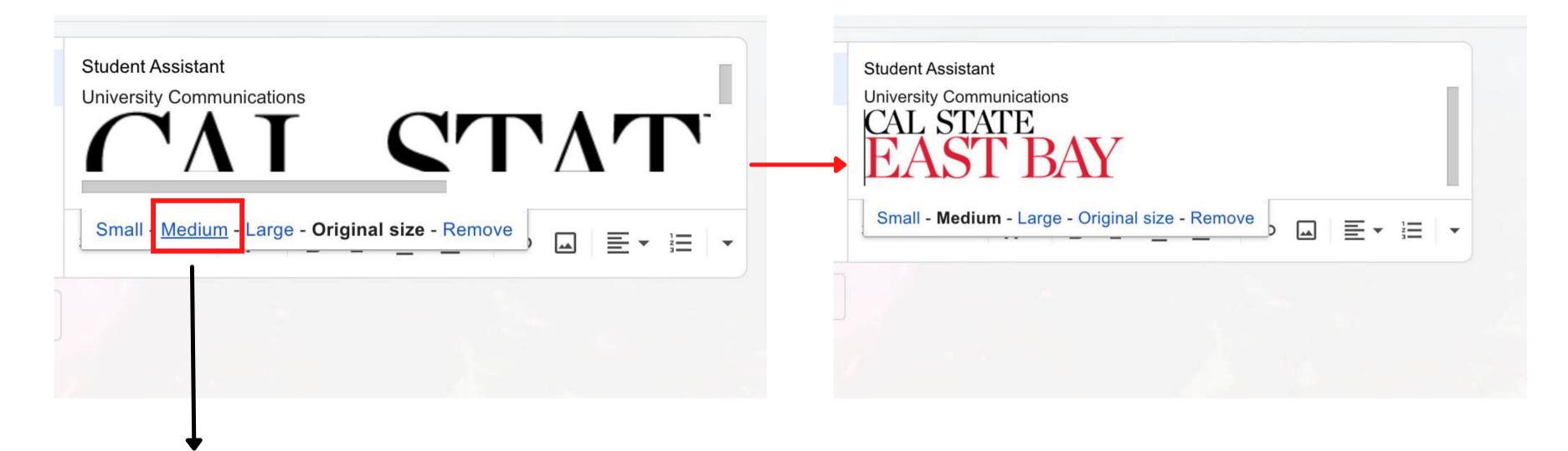


# Step 5 :Select your nameand click on largefrom the text sizedrop down

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



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

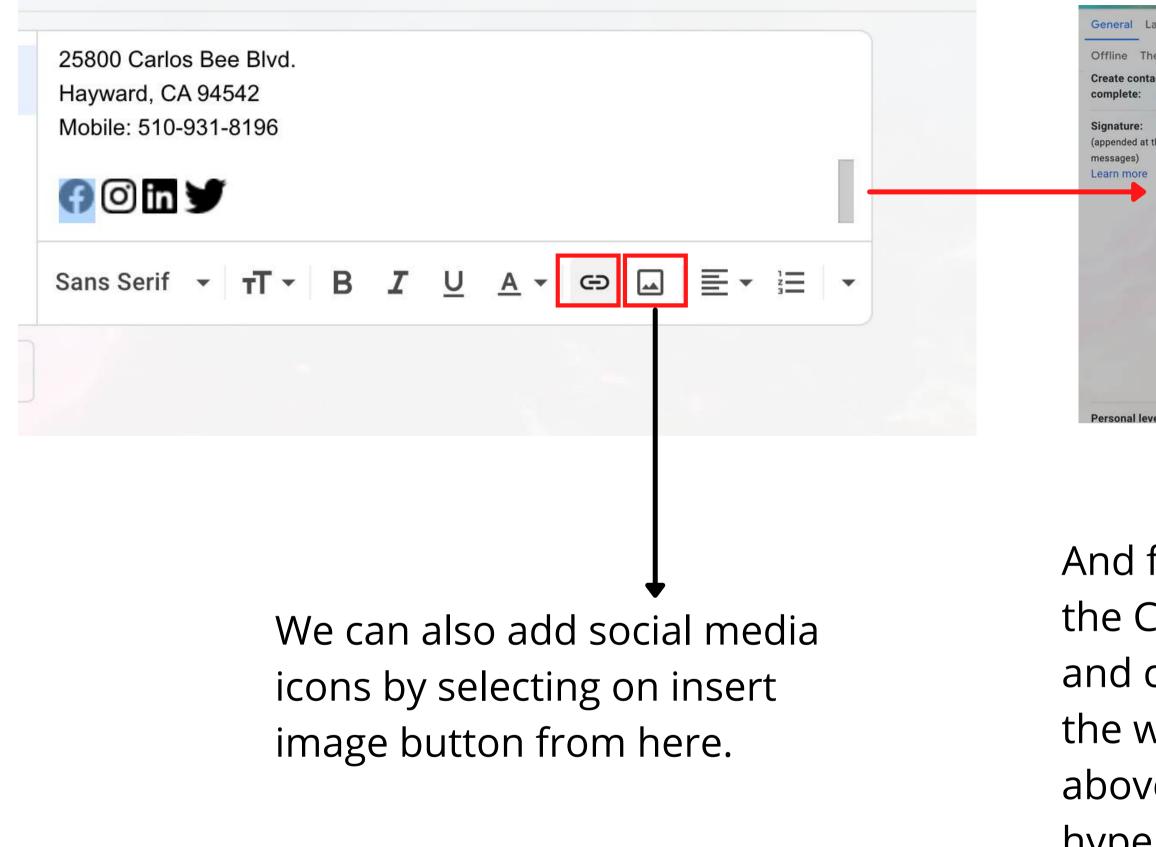
Note: you can see the logo size changing as shown here

ew 🖉 🔟 niv.	CAL STATE EAST BAY	Settings         General       Labels       Inbox       Accounts and Import       Filters and Blocked Addresses       Forwarding and         Offline       Themes         (appended at the end of all outgoing       New       Image: Communications	d POP/IMAP Add-ons Chat and Meet
	Go to link: https://www.csueastbay.edu/   Change   Re	messages)         Learn more         Edit Link         Text to display:         Link to:         Web address         Web address         Email address         Test this link         Not sure what to put in the box? First, find the page on the web that this link to. (A search engine might be useful.) Then, copy the web address box in your browser's address bar, and paste it into the box above.	
		Cancel Personal level indic	OK ; it.
C+		<ul> <li>Show indicators - Display an arrow (&gt;) by messages sent to my ad sent only to me.</li> </ul>	dress (not a mailing list), and a double arrow

## 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.



acts for a	uto- 💿 When I s	end a message to a new person, add them to Other Contacts so that I e	can auto-complete to them next
	Edit Link	×	
the end c	Text to display:		
	Link to:	To what URL should this link go?	
	Web address	https://www.linkedin.com/in/ayushiranjan2809/	
1	O <u>Email address</u>	Test this link Not sure what to put in the box? First, find the page on the web that you want to link to. (A <u>search engine</u> might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.	⊕ ⊒ ≣ + ⊟ +
		Cancel	
-	No signatu	e V No signature V	
	🗆 Insert sig	nature before quoted text in replies and remove the "" line that precede	es it.

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:

<u>https://drive.google.com/drive/folders/10W0GwhkD7CjhmuorkDHkivhAZbz</u> <u>mHUyu?usp=sharing</u>

The official social media handles are as follows:

1. **Twitter:** <u>https://twitter.com/CalStateEastBay</u>

2. Facebook: <a href="https://www.facebook.com/CalStateEastBay/">https://www.facebook.com/CalStateEastBay/</a>

3. Instagram: <a href="https://www.instagram.com/csueb/">https://www.instagram.com/csueb/</a>

4. LinkedIn: <a href="https://www.linkedin.com/school/csueastbay/">https://www.linkedin.com/school/csueastbay/</a>

5. YouTube: <u>https://www.youtube.com/channel/UCObJlgPQsJITHxy7RftZY6g</u>

<u>//</u> PQs||THxy7RftZY6

Sans Serif + TT + B I U. + Create new Signature defaults FOR NEW EMAILS USE ON REPLY/FORWARD USE No signature univ. No signature New univ. Step 7: Sans Serif + TT + B I U A + CO E E + II II II (Plain Text Only send a response to people in my Contacts Only send a response to people in Cal State East Bay Save Changes Calcel Scroll dowyn to the page and clice	Offline Themes		EAST BAY	First day: March 23, 2022   Subject:		
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univ. Save Changes Carcel						
Scroll down to the page and clic		quoted	text in replies and remove the "" line that prec			
	Ste	ep 7:		Scroll down to the page and click		
Once your signature is ready add it to on save changes						

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

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



Subject

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5

#### New Message

#### Ayushi Ranjan

Student Assistant University Communications



25800 Carlos Bee Blvd. Hayward, CA 94542



