Southern OREGON

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How to Add a Logo to Your Email Signature

Brad Christ - 2025-04-23 - Comments (0) - Google Apps

Follow the steps below to add an SOU logo to your email signature in accordance with our brand guidelines.

- 1. Switch to your Google mail account
- 2. Click the gear icon in the upper right and select Settings, then select See All Settings.
- 3. Scroll down to the Signature section.
- 4. Click the **Create new** button and then name the signature.
- 5. Click in the text area next to the name of the signature.
- 6. Feel free to copy and paste the text below these instructions (the lines that start with Name, Job Title, etc) into the signature field.
 - 1. You may have to clear its formatting after pasting in order to make it look right.
- 7. Enter your First and Last Name and make it bold.
- 8. Enter your job title and your phone number.
- 9. Select all of the text except your name and change its size to Small.
- 10. (Optional) Select all of the text and change its color to dark grey.
- 11. Click on the tiny "mountain range" image button in the editor toolbar. Paste the following URL:
 - 1. https://support.sou.edu/file.php/391BARMDJBSXA390177B69E9D/SOU-LOGO-H Z-186-POS-Email.jpg
 - 2. into the "image URL" field and click "Select."
- 12. The logo should now appear in your signature field, but it's too large. Click on it once, then click where it says "Medium" to resize the image.
- 13. Scroll to the bottom of the page and click "save changes."

Note

If the URL provided does not work you can go to the our <u>Download SOU Logos</u> page and you can download or copy a new one.

Name Job Title Southern Oregon University | 1250 Siskiyou Blvd | Ashland OR 97520 541-552-xxxx Why I'm at SOU: https://www.youtube.com/watch?v=Ski0MzPd5IM

Here's a screen shot of how it should generally appear when you are finished:

