



How to Add a Logo to Your Email Signature

Brad Christ - 2023-03-29 - 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 radio button below "no signature" and then click in the text area next to that radio button.
5. Copy and paste the text below these instructions into the signature field. You may have to clear its formatting after pasting in order to make it look right.
6. Enter your First and Last Name and make it bold.
7. Enter your job title and your phone number.
8. Select all of the text except your name and change its size to Small.
9. (Optional) Select all of the text and change its color to dark grey.
10. Click on the tiny "mountain range" image button in the editor toolbar. Paste this URL <https://support.sou.edu/knowledgebase/images/logos/SOU-LOGO-HZ-186-POS.jpg> into the "image URL" field and click "Select."
11. 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.
12. Scroll to the bottom of the page and click "save changes."

Name

Job Title

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Why I'm at SOU: <https://www.youtube.com/watch?v=Ski0MzPd5IM>

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

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

No signature



Sans Serif | T | **B** | *I* | U | A |  |  |  |  |  |  |  | 

Rocky Raider
Information Technology
541-552-1234



Insert this signature before quoted text in replies and remove the "--" line that precedes it.