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-HZ-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 Download SOU Logos 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:

