



VCU

School of Education

VCU School of Education Signature Guidelines

1. **Open Gmail.** Ensure that you are logged in with the address that you want to add a signature to.
2. **Open the Settings menu.** Click the Gear icon in the upper-right corner of the window, and select Settings from the menu that appears.
3. **Find the Signature section.** Scroll down the Settings menu until you find the Signature section. You will see a text box as well as a drop-down menu with your email address.
4. **Type your signature and use the following formatting in Sans Serif font.**

First Name Last Name

Title

[School of Education](#)

[Virginia Commonwealth University](#)

[email@vcu.edu](#)

Office: 804-000-0000

Pronouns: (She/her/hers OR he, him, his OR they, them, theirs OR other)

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RANKINGS LOGOS

([see download templates and logos](#))

Insert the updated VCU School of Education logo ([available here](#)) as an image and size to small.

5. **Add links to your signature.** If you have other websites that you want to link to in your signature, you can add them by clicking the Link button (chain) at the top of the signature text field.
6. **Choose where you want the signature to appear.** Check the box beneath the signature text field to have the signature appear before any quoted replies. If you leave it unchecked, the signature will show up at the bottom of the message, beneath any quotes.