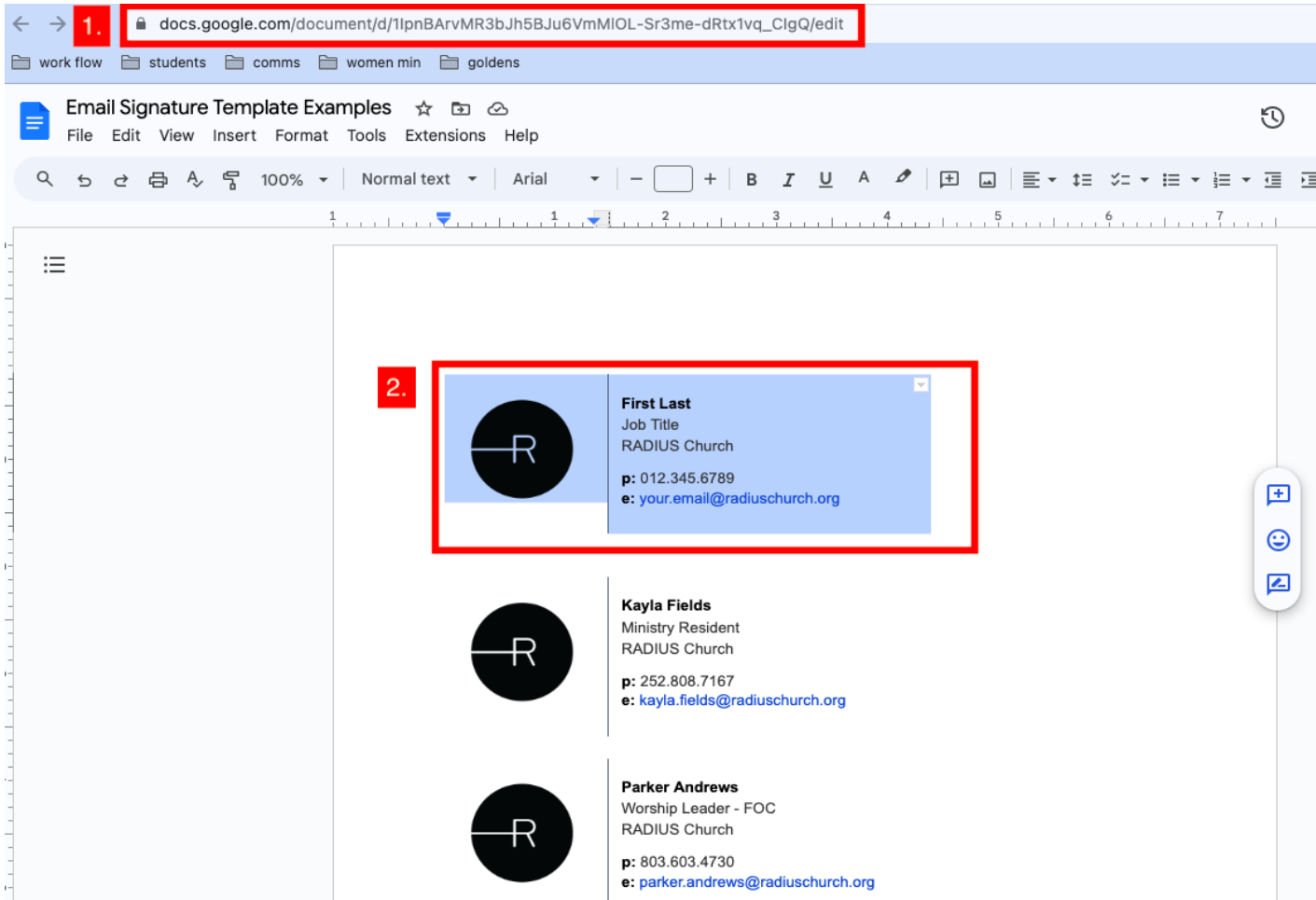


# Updating Email Signature Instructions

The following are instructions on how to update your RADIUS email signature in gmail.

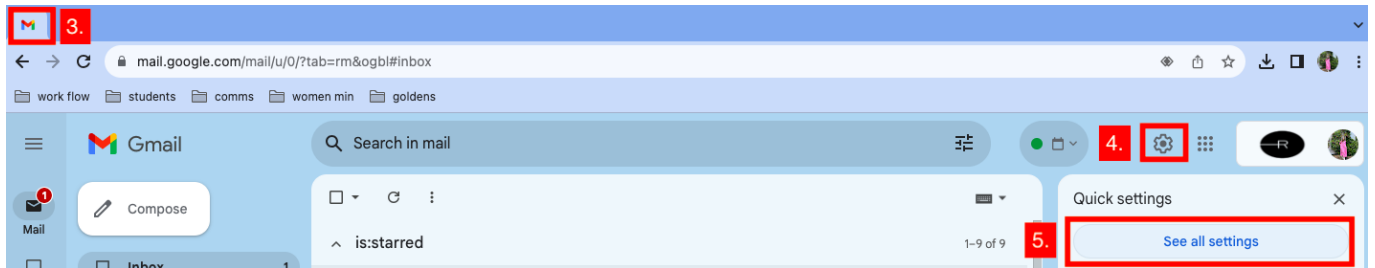
## Editing or Adding Your Email Signature:

1. Go to the "[Email Signature Template](#)" document in the RADIUS Google Drive.
2. Highlight the first example and copy it.

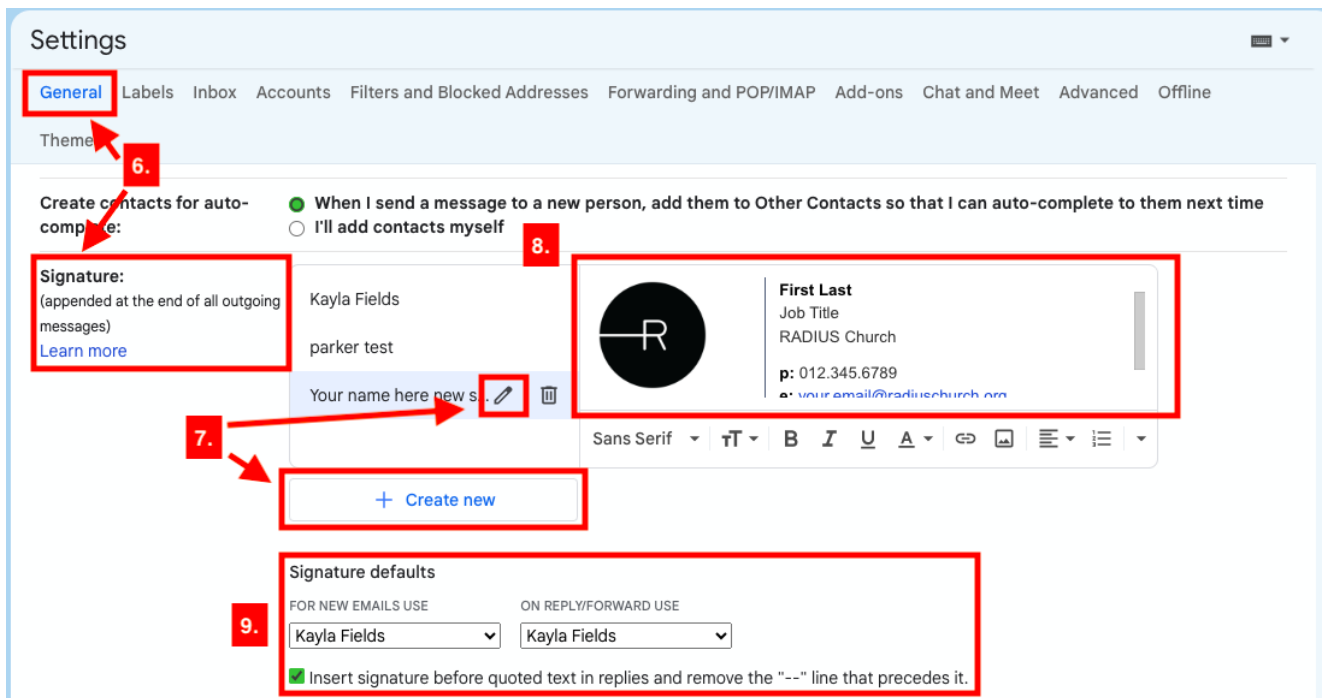


3. Go to a new tab and log into your RADIUS gmail account.

4. Click on the gear icon in the upper right corner.
5. Click "See all settings".



6. Staying under the "General" tab, scroll towards the bottom until you find "Signature".
7. You can either edit the signature you already have, or click "Create new". **Please ensure the job title you put in your signature matches what we have listed on our website.**
8. Paste the signature template you had previously copied. Now you can edit your signature to add your personal information. Look back at the ["Email Signature Template"](#) document for examples of how to enter your information.
9. Below the signature editing box, you will see "Signature defaults" that you can edit to ensure your signature is automatically inserted each time you start an email.



10. Once you have finished editing your signature, scroll all the way to the bottom and click "Save Changes".

Only send a response to people in my Contacts

Only send a response to people in RADIUS Church

10.

Save Changes

Cancel

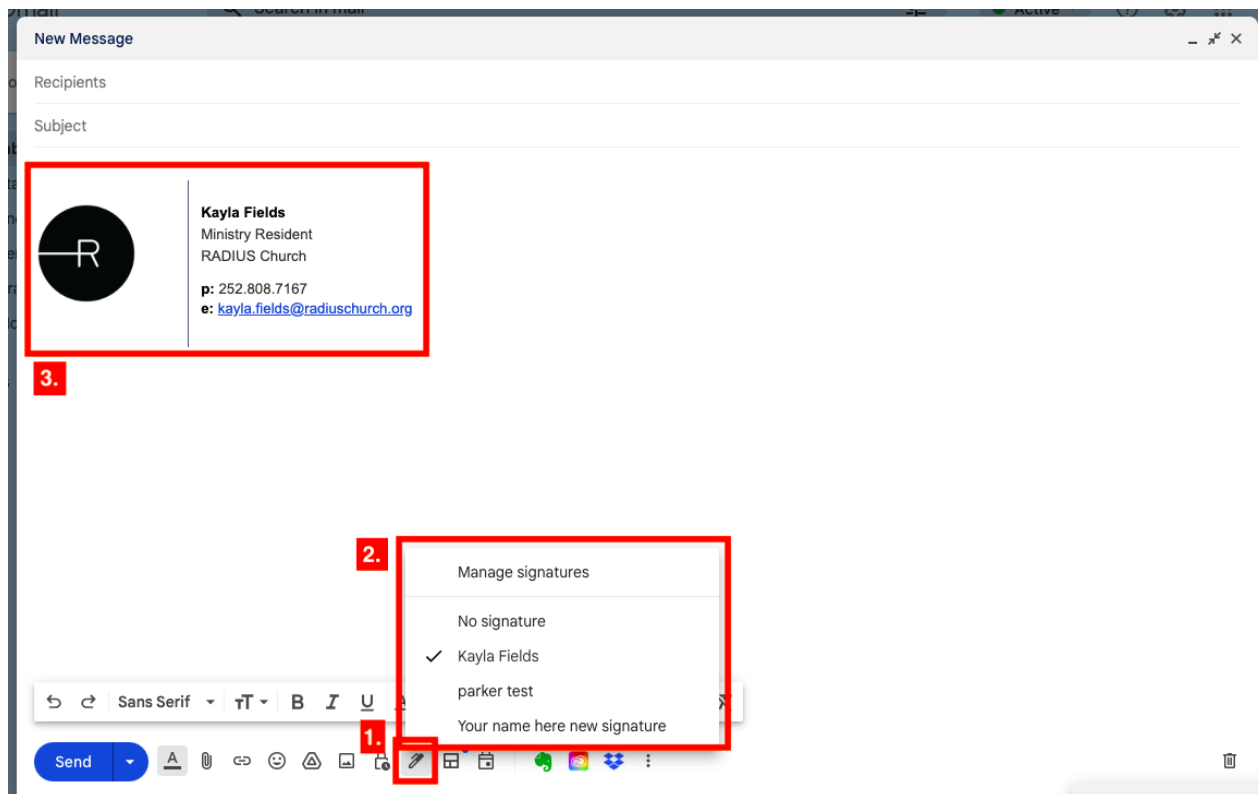
Using 2.49 GB

Program Policies  
Powered by Google

Last account activity: 1

## Using Your New Email Signature:

1. When you have a new email message started, your signature should automatically be inserted if you changed that in your default settings. If your signature does not appear, look at the bottom toolbar and click the pen icon.
2. A pop-up should appear that will allow you to choose which signature you want to use.
3. Your new email signature will appear and now you can finish creating the rest of your email.



Happy emailing!