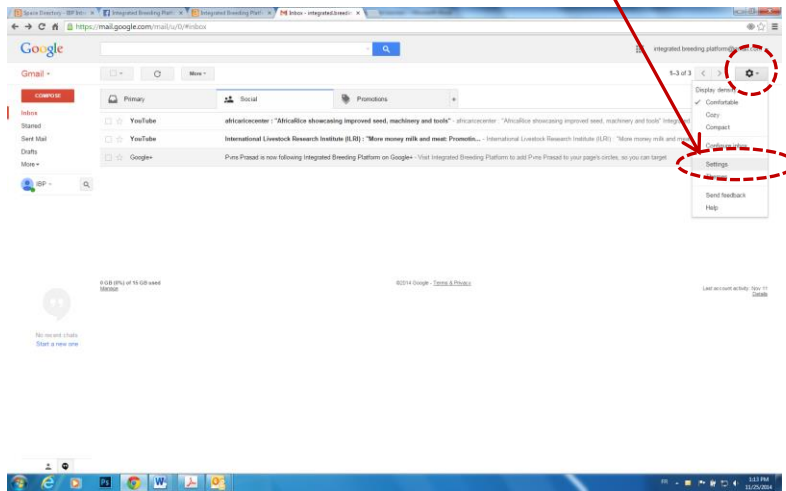
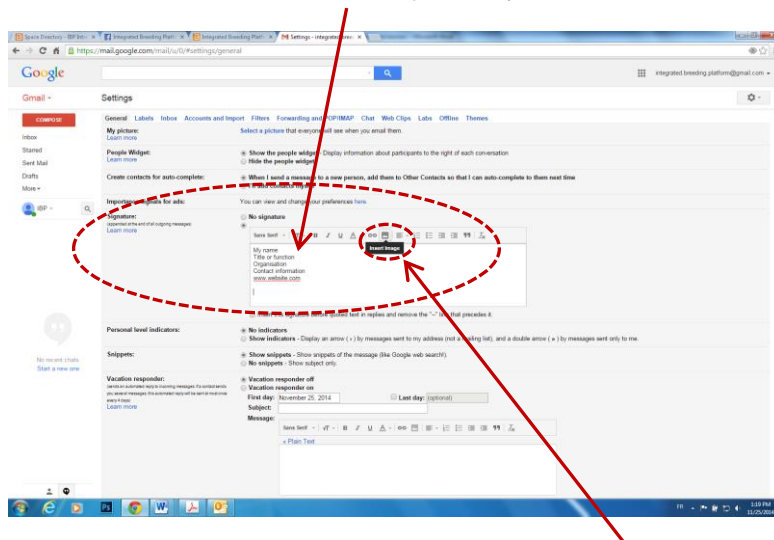


Configuring your email signature in Gmail

Log in, and select 'Settings' under the cog icon:

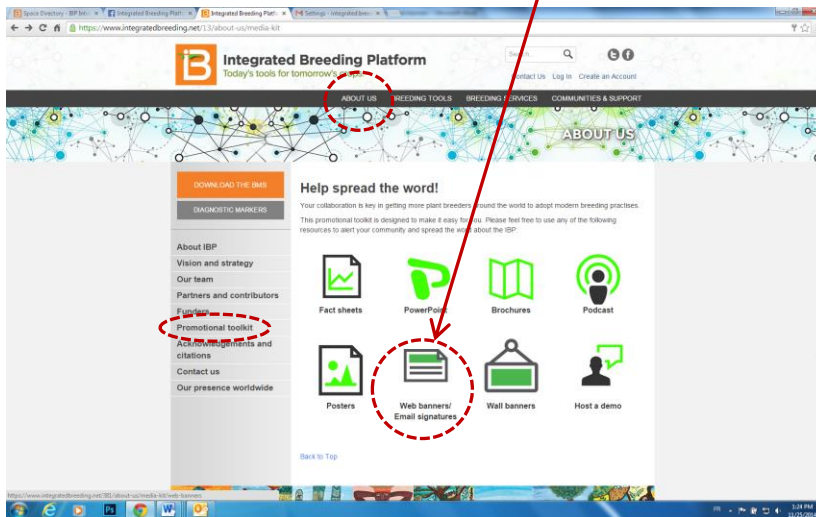


Scroll down to the 'Signature' field. Customise your signature: write in your contact information and choose the font and colour just as you would in Word:

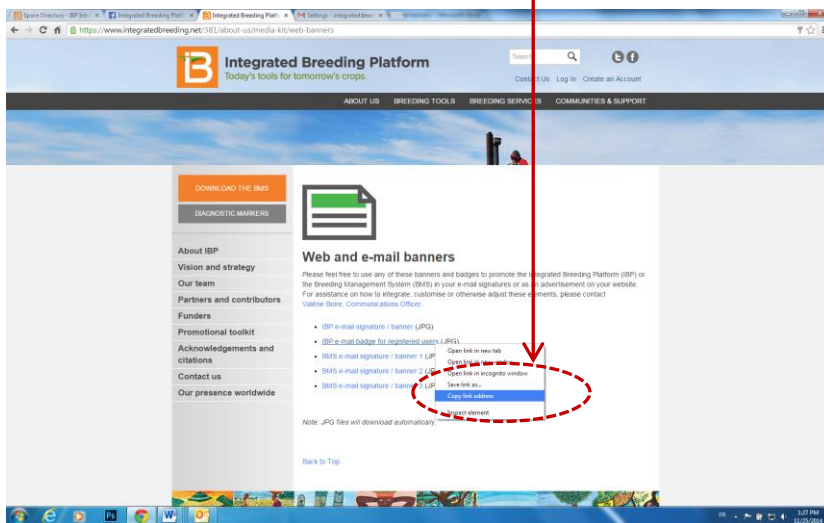


To add a banner at the bottom of your signature, click on the picture icon.

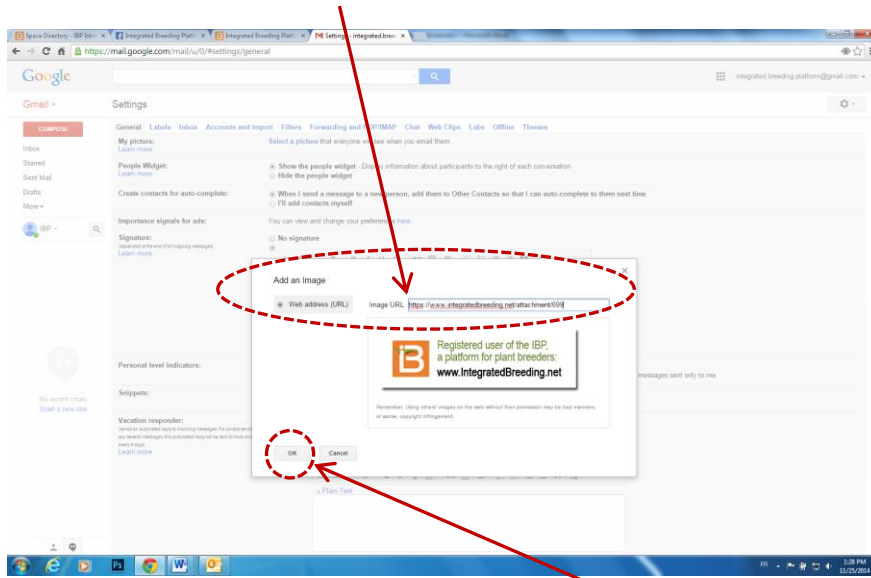
In a new window, go to our website: www.integratedbreeding.net. Choose 'Web and email banners' in the 'Promotional toolkit' section (About us/Promotional toolkit/Web and email banners):



Write click on the picture file you would like to use in your signature and select 'Copy link address':

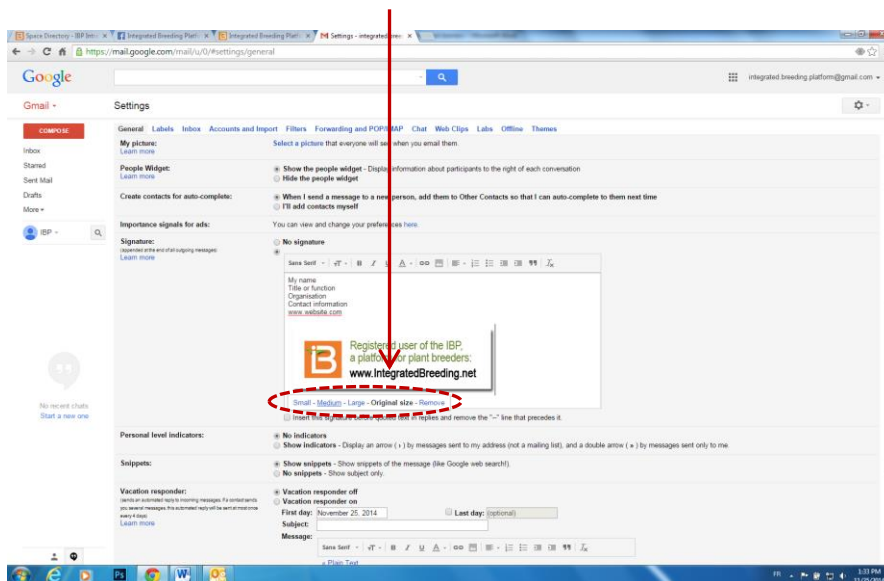


Go back to Google settings that you left open in the previous browser window. Paste the picture link in the 'Image URL' field of the 'Add an image' dialogue box:

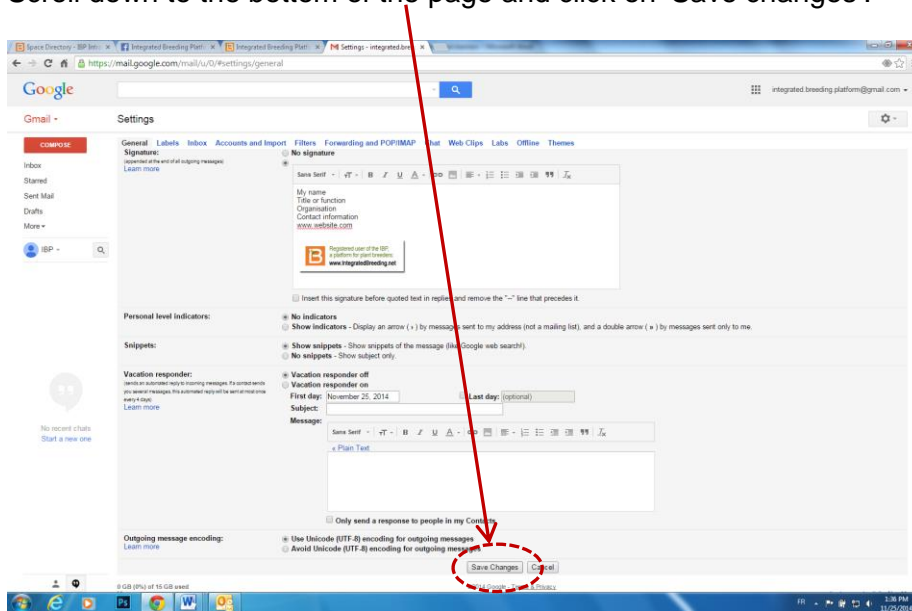


The picture should appear below the URL field. Click 'OK'.

The banner now appears at the bottom of your signature. Click on it to get other size options if needed (choose between 'small', 'medium', 'large' or 'original size').



Scroll down to the bottom of the page and click on 'Save changes':



You will be brought back to your inbox. Your new signature will now appear by default every time you compose a new email! Draft your message and send when ready 😊

