G-mail Signature Instructions

Below is an example of how the email signature should look:


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Instructions to insert signature:

Once signed into the Gmail account into which a signature is to be added, click on the settings icon at the top right hand corner of the page and in the drop down menu, "settings" is the fourth option down.

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This will bring you to a settings page and at the top of this are various options, *general, labels, inbox, accounts and imports, filters, forwarding and POP/IMAP, chat, web clips, labs, offline, themes*. Select "general" and scroll about midway down. There you will see a section called, "signature:"
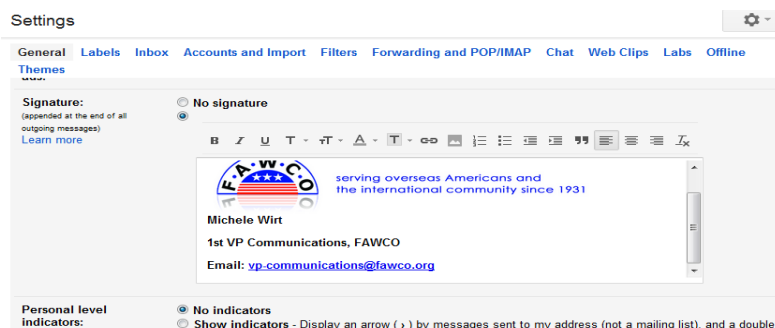
You can find the "FAWCO Header" logo for download in the Press Kit under "Home/Publications/Press/Press Kit" on fawco.org.

Simply paste the correct signature into the text box, scroll to the bottom and click "save changes".

If for any reason this method does not work for you, which has been known to be the case for certain people, there is an alternative method. Follow the same instructions above but instead of selecting "copy image" from the list of alternatives when you right click on the image on the press kit page, select "Copy image URL". Now left click on the "inset image" icon, and a small window will pop up where you will paste that "image URL" where it is indicated by right clicking in the box and select "paste". Go to the bottom of the page and select "save changes". The logo should now be at the bottom of all emails.

This will provide a consistent image from all FAWCO representatives when corresponding externally. If any FAWCO Board member, Task Force or Committee Chair, or other FAWCO representative such as advertising manager, PR manager etc. has difficulty, please contact the 1st VP for assistance in creating this signature.