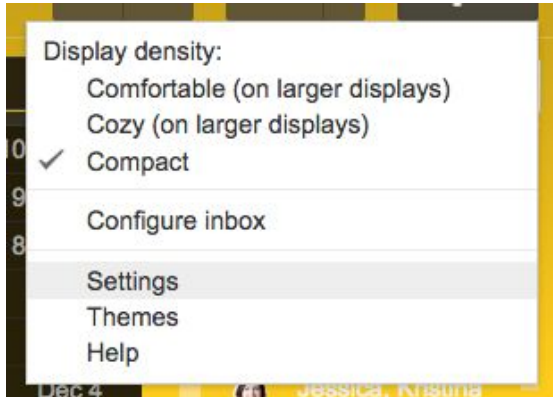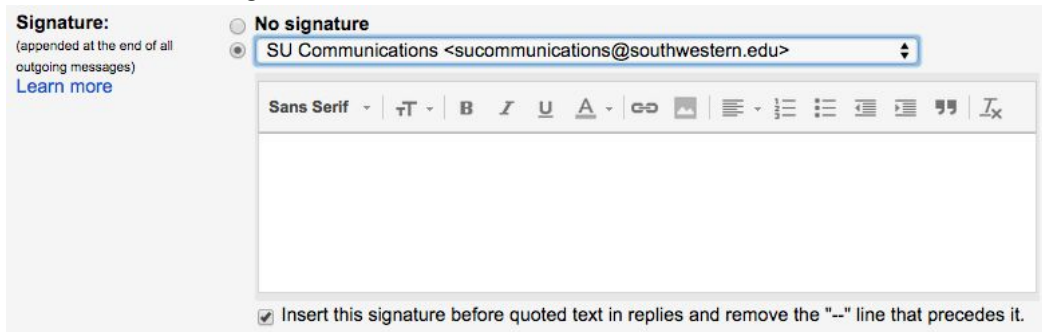# Instructions for Adding Southwestern University's Logo to Your Email Signature

1. Log into your Southwestern Google email account

2. Go to Settings

3. Scroll down to the Signature section


4. Complete your personal information in the text box. To help, here is a template you can use:

    Jane Doe, PhD
    Professor of Education
    Southwestern University
    512.863.6511
    doej@southwestern.edu

5. After typing in your personal info, select "return" TWICE to add a line break before you insert the logo.

6. To insert the logo, select "Insert Image" ( ), select the Web Address (URL) tab, and paste the following URL :
    https://www.southwestern.edu/live/image/gid/40/53262_COM_SU_crestlogo_horiz_2018_EMAIL.png

7. Once the image appears, click it, then select "large" size to resize it.

    SOUTHWESTERN UNIVERSITY

    Small - Medium - **Large** - Original size - Remove

8. Highlight the image, click the "Link" button (⊖⊃) and type in www.southwestern.edu

9. Click save changes at the bottom of the settings page.