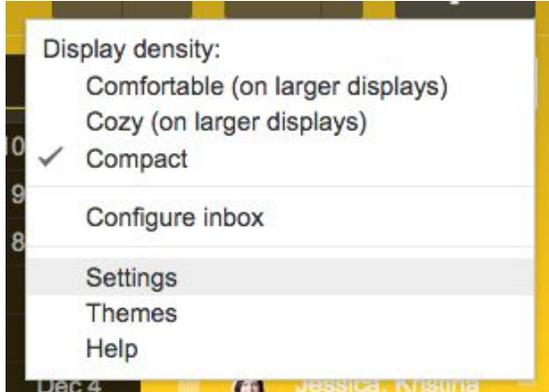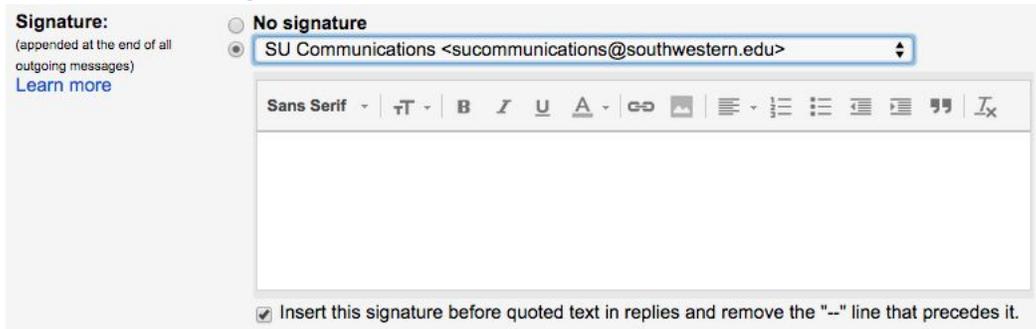# Instructions for Adding Southwestern University's Logo to Your Email Signature

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/marketing-and-communications/downloads/
   COM_SU_crestlogo_horiz_2018_EMAIL.png

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

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.