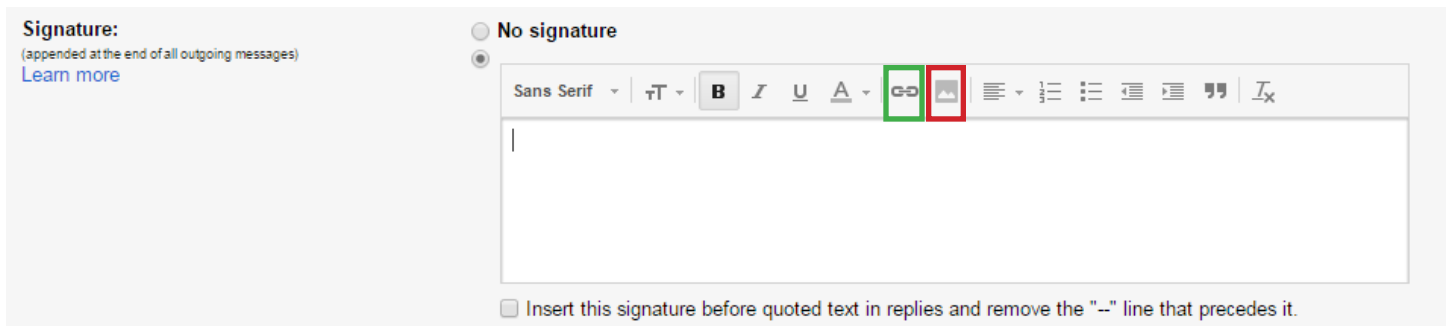# Signature Application for **Emails**

1. Login to your **Gmail Account**

2. Click on the Gear Icon ( ⚙ ▾ ) at the top right of the screen.

3. Select *Settings* from the drop-down box.

4. Scroll down until you see the Signature section *(pictured below)*





## Adding Components of the Signature:

1. Type your name (**bold text**), add 2 spaces, add "|", add 2 spaces, type your title (un-bold text)

2. Hit Enter twice

3. Import the CI Logo using the image icon **highlighted above in red**

4. In the pop up window, go to *Web Address (URL)*.

5. Copy and Paste this URL inside the box provided: http://wwwassets.e-ci.com/Images/Email/CI-Logo.png, hit **Select**

6. Once the image has been imported, highlight the image and select the link icon, **highlighted above in green**

7. In the small pop up screen, select *Change*, another pop up window will appear, copy and paste this link: http://www.e-ci.com, hit **OK**

8. Hit Enter twice

9. Type in your information as seen in the example above. *Note: Don't forget to link your email and the website using the link icon in green, and the previous step*

10. Once finished, scroll down to the bottom of the Settings screen and select, *Save Changes*

**You have successfully created your new signature!**

# Signature Application for **iPhones**

Only proceed with these steps after you have created your signature explained previously.

1. Login to your **Gmail Account**

2. Hit *Compose* on the top left of the screen.

3. Create a "dummy" email and send it to yourself

4. Once you see the "dummy" email in your Inbox, go to your iPhone

## Importing Signature to iPhone

1. Open your Email Client, and open the "dummy" email

2. Select all the components in your signature *(see image to the right)*, select **Copy**

3. Return to the Home Screen and open *Settings*

4. Scroll down the Settings section and select *Mail, Contacts, Calendars*

5. Scroll down the Mail, Contacts, Calendars section and select *Signature*

6. In the Signature window, press and hold until the Copy/Paste pop up appears *(see image to the right)*

7. Hit Paste

8. You should see your complete email signature inside the window

9. Do a test email from your phone and view the email from your desktop to make sure everything looks correct.

   *(Note: the signatures may look different on your phone as the phone adjusts the graphics for screen size)*

**You have successfully created your iPhone email signature with linked icons!**