EMAIL SIGNATURE

Please follow this step-by-step guide for instructions on how to implement the Windward official email signature. The School hopes to maintain consistency in the type of signature used by all Faculty and Staff employed by Windward. *Please note:* There will be no image utilized in this email signature as the inclusion of one causes all emails to appear as though there is an attachment, which can be confusing when searching mail for a particular item.

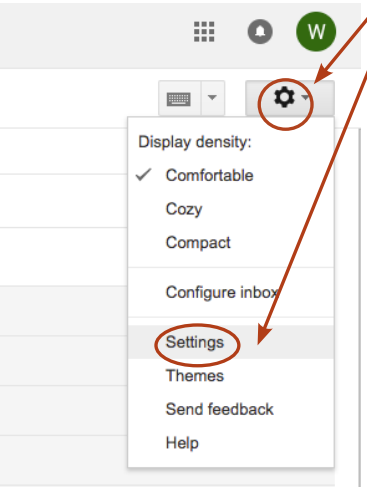
STEP ONE: VISIT TEMPLATE ON GOOGLE DOCS

Visit the Windward Email Signature document on Google docs at: bit.ly/wwsignature *Please note:* You must be logged in to Google with your Windward account to view and copy the template (example of final signature below). To copy the template, select all text on the page and hit "command + c" on your keyboard (on a Mac) or "ctrl + c" on a PC.

STEP TWO: LOG IN TO WINDWARD EMAIL

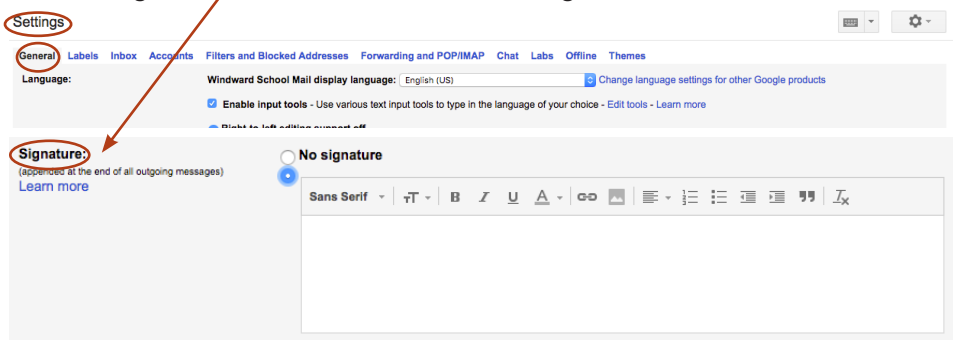
STEP THREE: GO TO EMAIL SETTINGS

Click the gear icon in the upper right-hand side of your screen and select "Settings" from the dropdown menu.

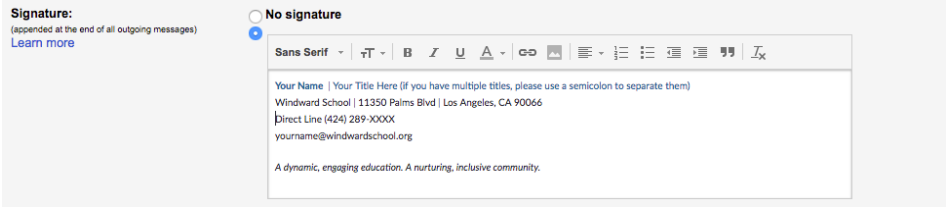


STEP FOUR: PASTE SIGNATURE

Find the signature field in the "General" settings tab.

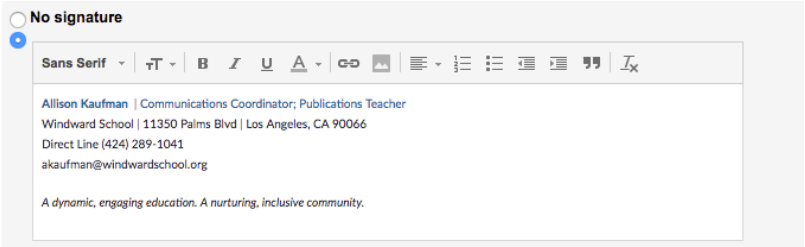


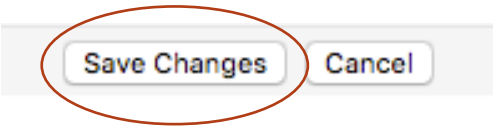
Click in the open type space and paste the copied text from the email signature template.



STEP FIVE: CUSTOMIZE SIGNATURE

Click in the template you just pasted in and change the generic text to your current information. See below for example



STEP SIX: SAVE CHANGES

After you edit all of your personal information on the template, please scroll to the very bottom of the screen and click "SAVE CHANGES."