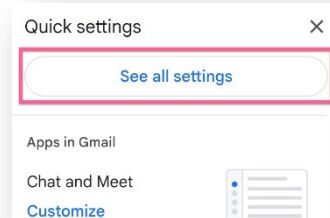


## Adding Content to the Signature Field in Gmail: Principles of Community Icon and Link

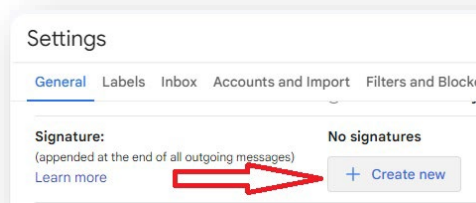
This method of adding the signature uses a web address URL instead of an uploaded image.

If the image at the URL web address were to change, so would the image in the signature.

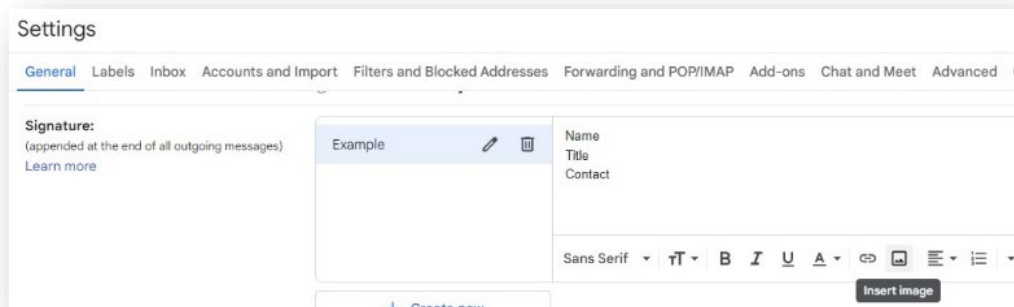
1. In Gmail, click on the Settings Wheel Cog located at the top and select **See all settings**.



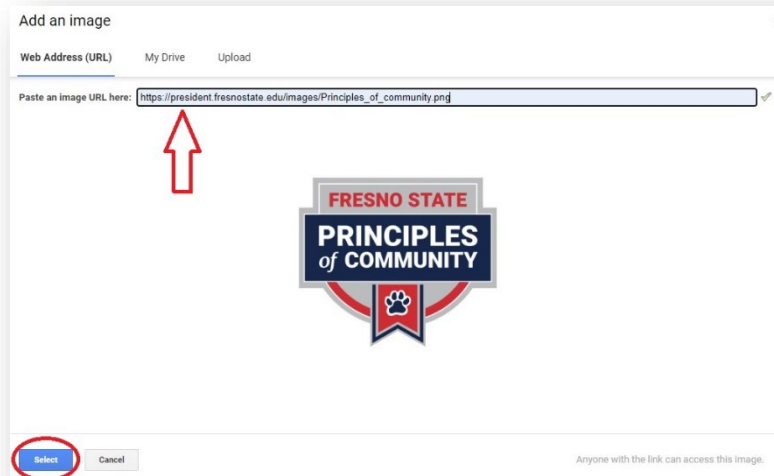
2. Scroll down the page to the section labeled **“Signatures”**.
3. If you do not already have a signature created, click on **+ Create new**.



4. In the field provided for your signature details, click where you would like the image to appear (a mouse cursor should be visible). Then click the insert image icon.



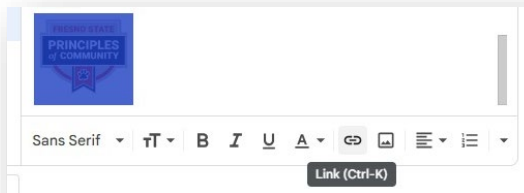
5. Select **“Web Address (URL)”** from the menu tab and paste this link into the text field: [https://president.fresnostate.edu/images/Principles\\_of\\_community.png](https://president.fresnostate.edu/images/Principles_of_community.png). Then click **Select** at the bottom of the page.



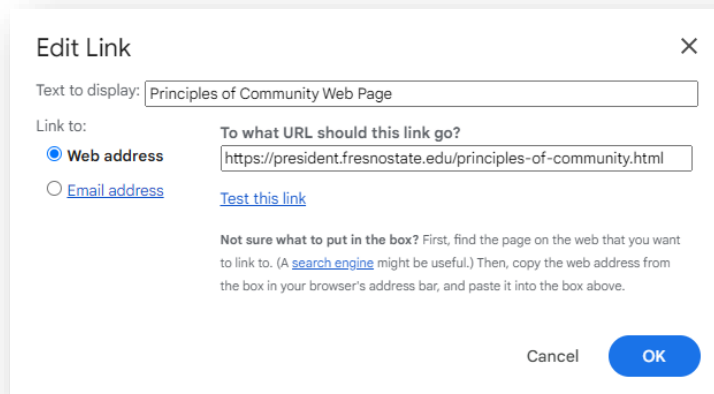
6. The image is now added to the signature field. To resize the image, click once on it to bring up options to choose from.



7. To add a link to the Principles of Community website, highlight the image and click on the insert link option.



8. Paste the Principles of Community web address into the text field and click OK:  
<https://president.fresnostate.edu/principles-of-community.html>.



9. Finally, scroll down to the bottom of the **Settings** page and click on **Save Changes**.

