

How to Format Your Email Signature with the Fredonia Logo

How to format your Fredonia email signature

All faculty and staff email signatures must display their university affiliation consistent with the following standards.

EXAMPLE

John Smith

Pronouns: he/him/his *(optional)*

Director of Awesomeness

Department *(optional)*

The State University of New York at Fredonia



o 716.673.XXXX

c 716.673.XXXX *(optional)*

f 716.673.XXXX

fredonia.edu/xxx_department_web_link_xxx *(optional)*

Twitter: [@FredoniaU](https://twitter.com/FredoniaU) *(optional)*

S220 Williams Center


280 Central Avenue

Fredonia, NY 14063

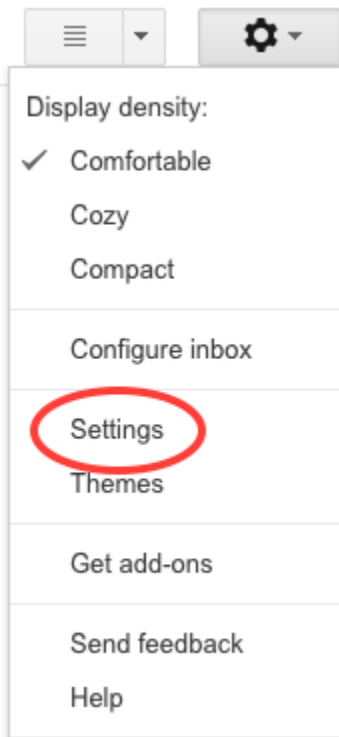
How to add the Fredonia logo to your Fredonia email signature

The use of the approved 2-color logo is acceptable for university email signatures. The logo should not be altered in any way from the original. We encourage all employees to include the logo within their email signatures.

Step-by-Step

1. Click on the **Settings** menu icon () on the right side of your Gmail account at <https://mail.google.com>

2. Choose **Settings** from the drop-down menu.



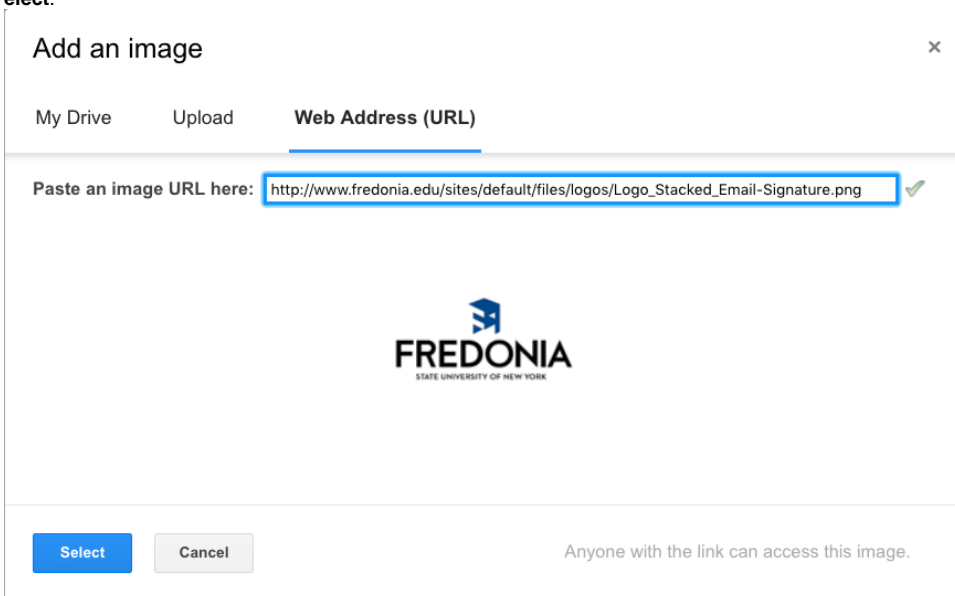
3. On the Settings page, scroll down to the **Signature** box.



4. Place your cursor in the editing box where you want the logo to appear in your signature.
5. Click **Insert Image**, but *do not* paste the actual logo into the signature.



6. Paste this link into the **Web Address (URL)** field: http://www.fredonia.edu/sites/default/files/logos/Logo_Stacked_Email-Signature.png and click **Select**.



7. When finished editing your signature, scroll to the bottom of the page and click **Save Changes**.



The complete **Fredonia Visual Standards Manual** PDF is available at fredonia.edu/brand/standards for additional guidance on all uses of the Fredonia logo and brand.

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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