



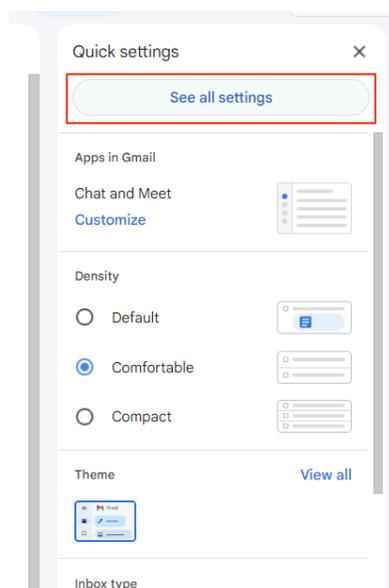
New Email Signature Instructions

IF YOU ARE USING GMAIL:

1. Select one of the artwork options provided—either the seal, **or** the Brilliant Together wordmark.
2. Log in to your email at bmail.berkeley.edu.
3. Click the gear icon in the top right of your inbox, and then select **Settings**



4. This will take you to the “Quick Settings” menu; select “See All Settings” from the list that appears.



5. Scroll down to the section labelled **Signature**. It's the section immediately after the "Create contacts for auto-complete" section.
6. Delete the Light the Way image currently in your signature.
7. In the formatting bar above where you see your current signature, click the icon that looks like a picture. It's the one in the middle here



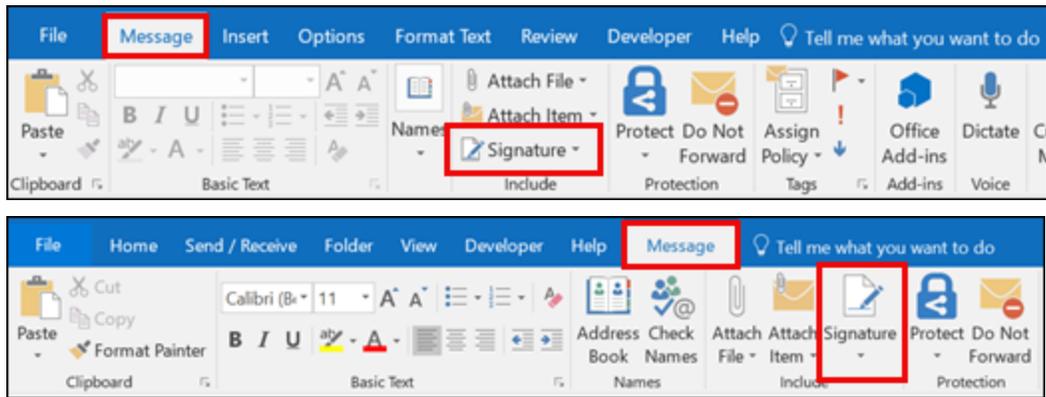
8. That will open a window that says "Add an image" at the top. Click the "Upload" button to add the seal image to Google Drive so that Gmail can access it. **If the option to upload does not appear, log out of Bmail and then log back in.**



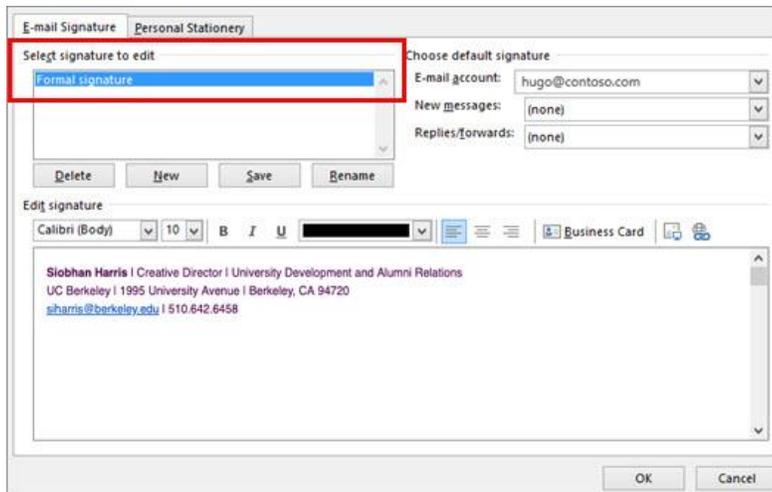
9. That will offer you the option to either "Drag a file here" or "Select a file from your device." Do whichever one you are comfortable with.
10. Once you have finished selecting or dragging, the image will be automatically uploaded and placed.
11. Once you are happy with the image placement, scroll down to the bottom of the settings window and click the **Save Changes** button. That should take you back to your inbox.

IF YOU ARE USING OUTLOOK:

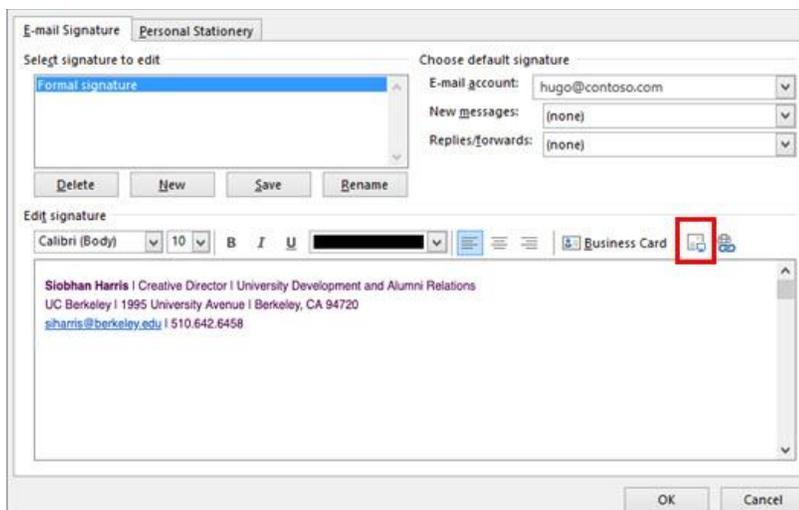
1. Select one of the artwork options provided—either the seal, **or** the Brilliant Together wordmark.ec
2. Open a new message and then select **Signature>Signatures**. Depending on the size of your Outlook window, or whether you are replying to/forwarding a message, or composing a new one, the Message menu and the Signature button might be in two different locations (see below).



3. In the **Select signature to edit** box, choose the signature you will be adding the seal to.



4. Select the image icon, locate the seal image you downloaded, and select **Insert**.



5. When you are done, click **OK**, and then click **OK** again to save changes to your signature.