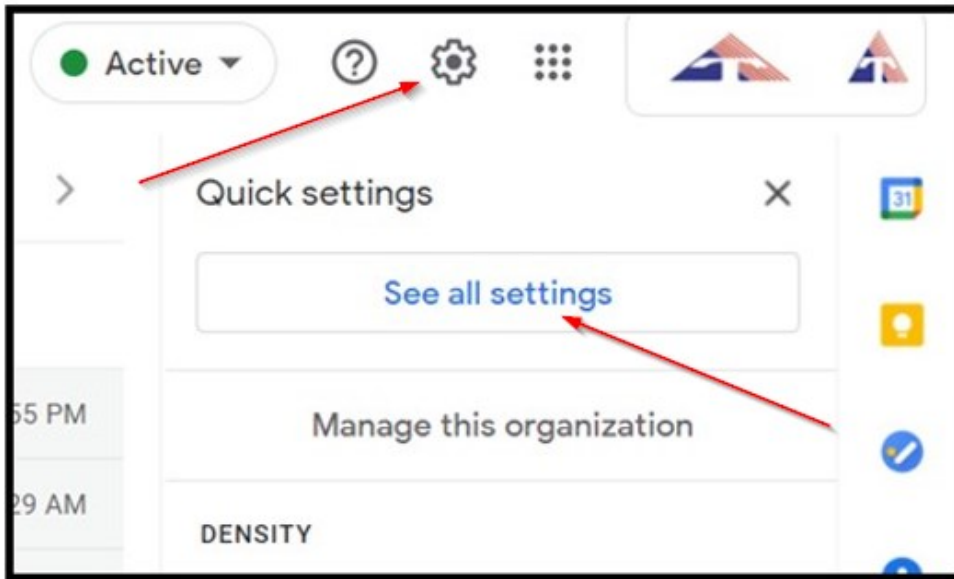




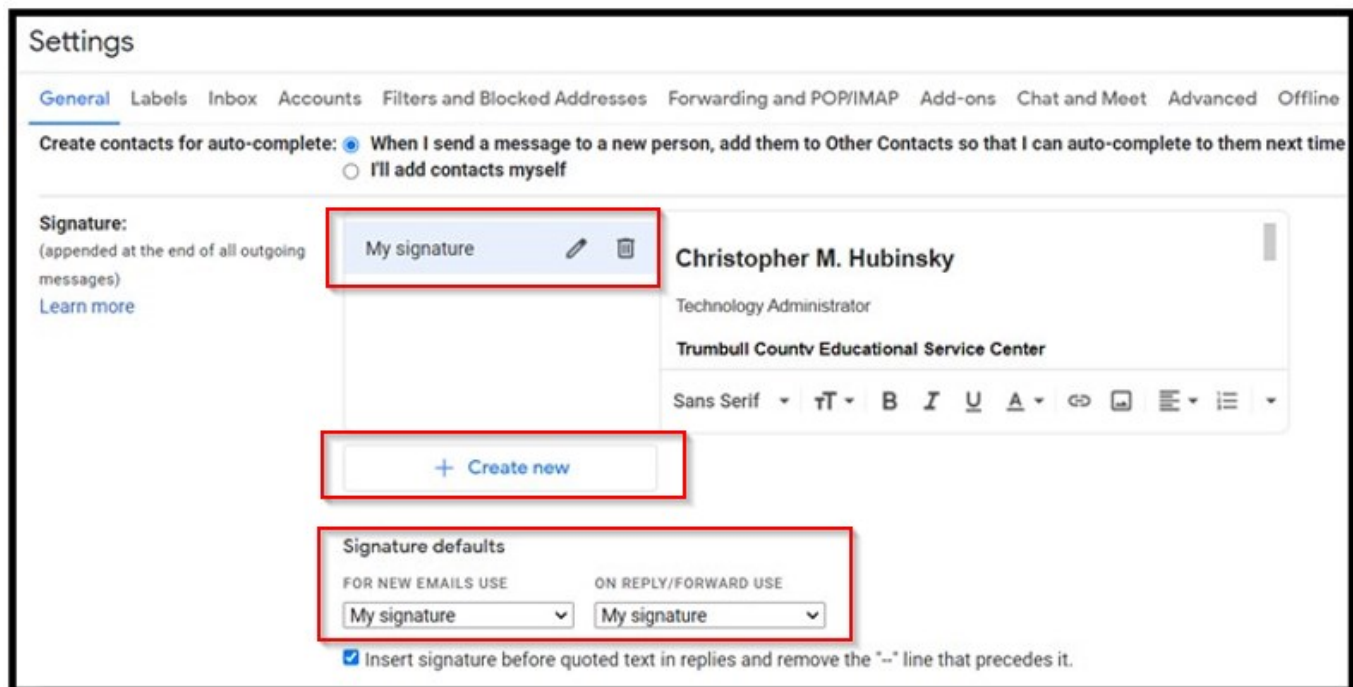
# How-To-Document Resource: *How to set up email signature in Google Profile via a computer browser*

## Set up your personalized staff email signature via a computer browser

- 1.) Log into [Gmail](#), in the top-right, click on the *Settings Icon*  and then *See all settings* in the dropdown menu.



- 2.) Scroll down the page to the *Signature* section, create a new signature title, and add your information. Then change your signature defaults for new messages and replies.



- 3.) At the bottom of the page, click *Save Changes*.



# How-To-Document Resource: *How to set up email signature in Google Profile via a computer browser*

## Governing board approved email signature for staff

Per Board Policy and Administrative Guidelines, all TCESC employees are required to complete their email signature as listed below. Below are the steps to set up an email signature within your Google email account. Please be aware that you may need to set up your email signature twice if you use an app on your smartphone. I have attached instructions to help configure the mail client on an iPhone and Gmail app on a mobile device. If you need help setting up your email signature, please contact me.

All TCESC employees are required to complete their email signature as listed below.

Your Name  
Your position/title  
Trumbull County Educational Service Center  
"Leading for Educational Excellence"  
Your building  
Your Address  
Your Phone Number  
Your Fax Number (if applicable)  
<http://www.trumbullesc.org>

### CONFIDENTIALITY /PRIVACY NOTICE:

This email message, including any attachments is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information as defined by State and Federal laws. If you are not the intended recipient or an agent of the recipient, you are hereby notified that you are receiving this message in error and any review, disclosure, copying, printing, distribution, dissemination or taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you received this message in error, please notify insert your name here by return email and immediately and permanently delete the original from your computer and destroy all copies of this communication. Thank you.

### PLEASE NOTE:

This email message and any response to it may be archived for later retrieval and is subject to retention, disclosure and disposal in accordance with Board Policy and State law.

### NOTE:

*The TCESC logo may be included in your email signature. However, no other logos are permitted and must be removed. Any images, personal statements, or quotes, regardless of the source (e.g., no quotes from famous historical figures, Biblical figures, or anyone else) are not permitted in your email signature.*