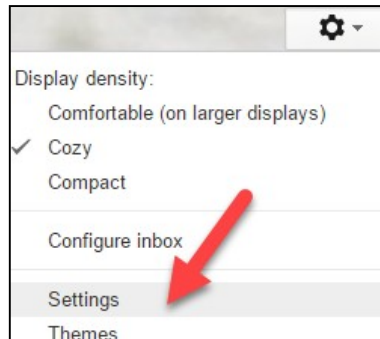


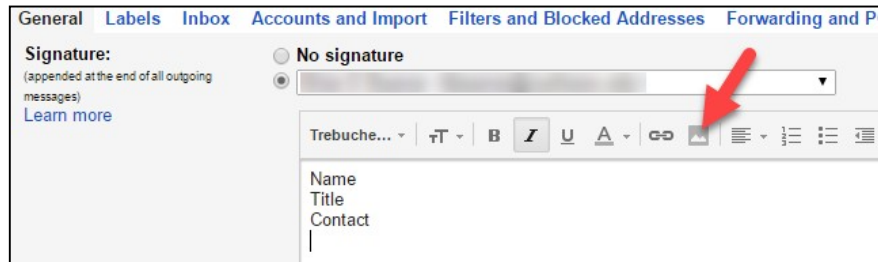
## Adding the Fresno State Signature Image to Gmail

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.

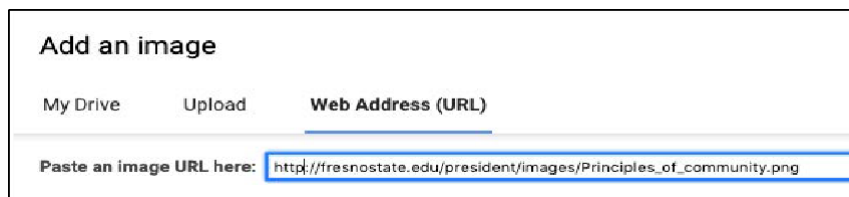
1. In **Gmail** select **Settings Wheel Cog** , and select **Settings**.



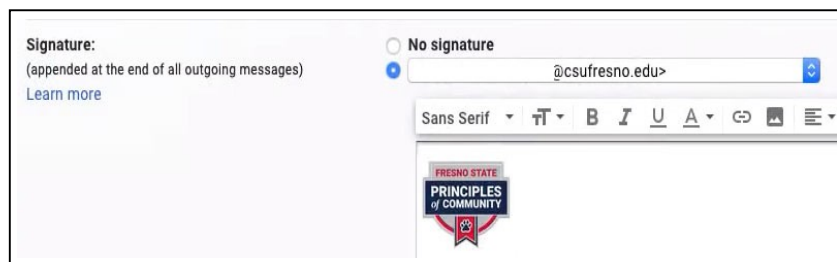
2. In the **General** tab find the **Signature** section.
3. Place the mouse cursor at the desired location for the signature.
4. Select the **Insert Image** option.



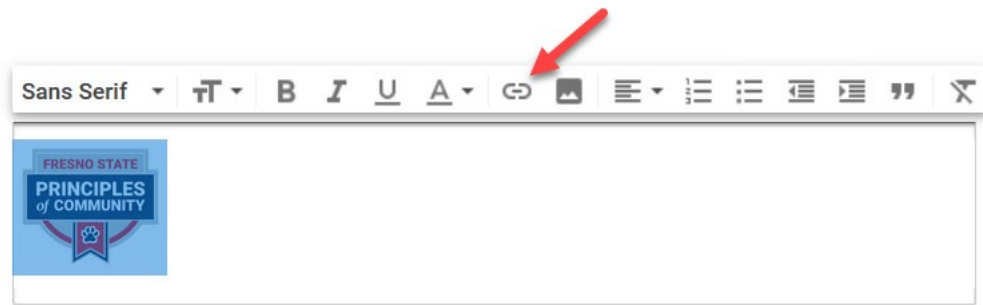
5. Select the **Web Address (URL)** tab, and paste the following URL into the text field:
  - a. [http://fresnostate.edu/president/images/Principles\\_of\\_community.png](http://fresnostate.edu/president/images/Principles_of_community.png)



6. At the bottom of the page, select the **Select** button.
7. The signature image should now be added.



8. Highlight the image and select the hyperlink button.



9. Insert Principles of Community website into “Web address:”  
<https://fresnostate.edu/president/strategic-plan/principles-of-community.html>

✕

**Edit Link**

Text to display:

Link to:

**Web address**

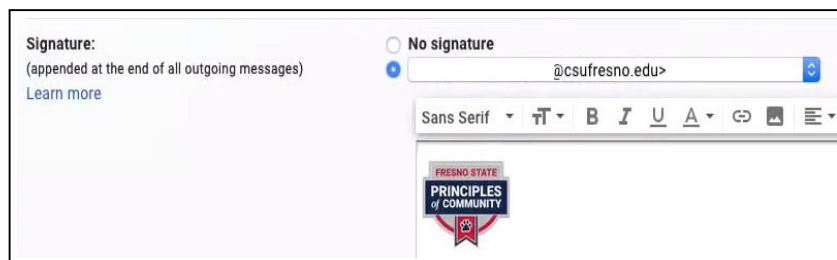
**Email address** [Test this link](#)

**To what URL should this link go?**

Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

Cancel

10. The signature image is now added and hyperlinked.



11. At the bottom of the page, select **Save Changes**.