Create a Gmail signature

An email signature is text, like your contact information or a favorite quote, that's automatically added at the end of Gmail messages as a footer.

1. Open Gmail.
2. In the top right, click Settings > See all settings.
3. In the "Signature" section, add your signature text in the box. Use this format:

   NVUSD DISTRICT OFFICE:

   First Last
   Job Title
   Napa Valley Unified School District
   (707) XXX-XXXX ext. YYY-YYYY
   email@nvusd.org
   www.nvusd.org
   District logo here (see #4 below)
   Our mission is to transform lives by instilling and inspiring lifelong learning in every student.

   NVUSD SCHOOLS:

   Jane Smith
   Principal
   Napa Valley High School
   Phone (707) XXX-XXXX
   jsmith@nvusd.org
   Nvh.nvusd.org
   School logo here
   School mission/motto

4. To add the NVUSD logo or school logo,
   a. first download the correctly sized logo to your computer (50 or less pixels in height) correctly sized NVUSD logo
   b. click the image tool, then select Upload at top of next window, then in next window, drag the logo file into the box (or select from your device).
5. At the bottom of the page, click Save Changes.