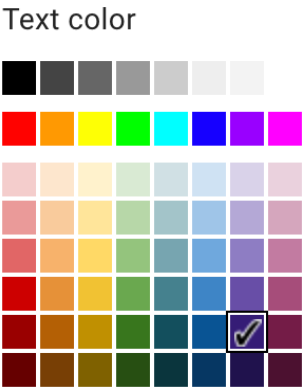


# HOW TO: Set up your new Kenyon Email Signature

- Open the Settings box (the gear icon) in the upper right corner of your Gmail screen.
- Click “See all settings”
- Scroll down to Signature.
- Select Create New.
- Name it something like “My Kenyon Signature”.

### Use this Purple:



### Use this Gray:



*Note: Another way to obtain this signature structure is to Copy + Paste an existing signature rather than following this guide.*

- 1. NAME** — Font: Sans Serif, Bold. Size: Normal. Color: Purple.
- 2. POSITION** — Font: Sans Serif, Bold. Size: Small. Color: Purple.
- 3. ADDITIONAL TITLE\*** — or additional affiliations. Font: Sans Serif, Bold. Size: Small. Color: Gray.
- 4. PRONOUNS\*** — Font: Georgia, Italic. Size: Small. Color: Gray.
- 5. EMAIL\*** — Font: Georgia, Italic + Underlined. Size: Small. Color: Gray.
- 6. PHONE NUMBER\*** — Font: Georgia. Size: Small. Color: Gray.  
(double return / press ‘enter’ twice)
- 7. LOGO** — Select “Insert Image”. Place the provided logo. Image Size: Small. Link it to: [kenyon.edu](http://kenyon.edu)
- 8. OFFICE / DEPARTMENT** — Font: Sans Serif, Bold. Size: Normal. Color: Gray.
- 9. OFFICE ADDRESS** — Font: Georgia. Size: Small. Color: Gray. If you have multiple campus address, you may use the general College address (1 Kenyon College, Gambier, OH 43022) or simply include “Gambier, Ohio.”

\*Listed information beneath your title is optional.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

**Katelyn Ratajczak**

**Graphic Designer**

**Second Title Here**

*She / Her / Hers*

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