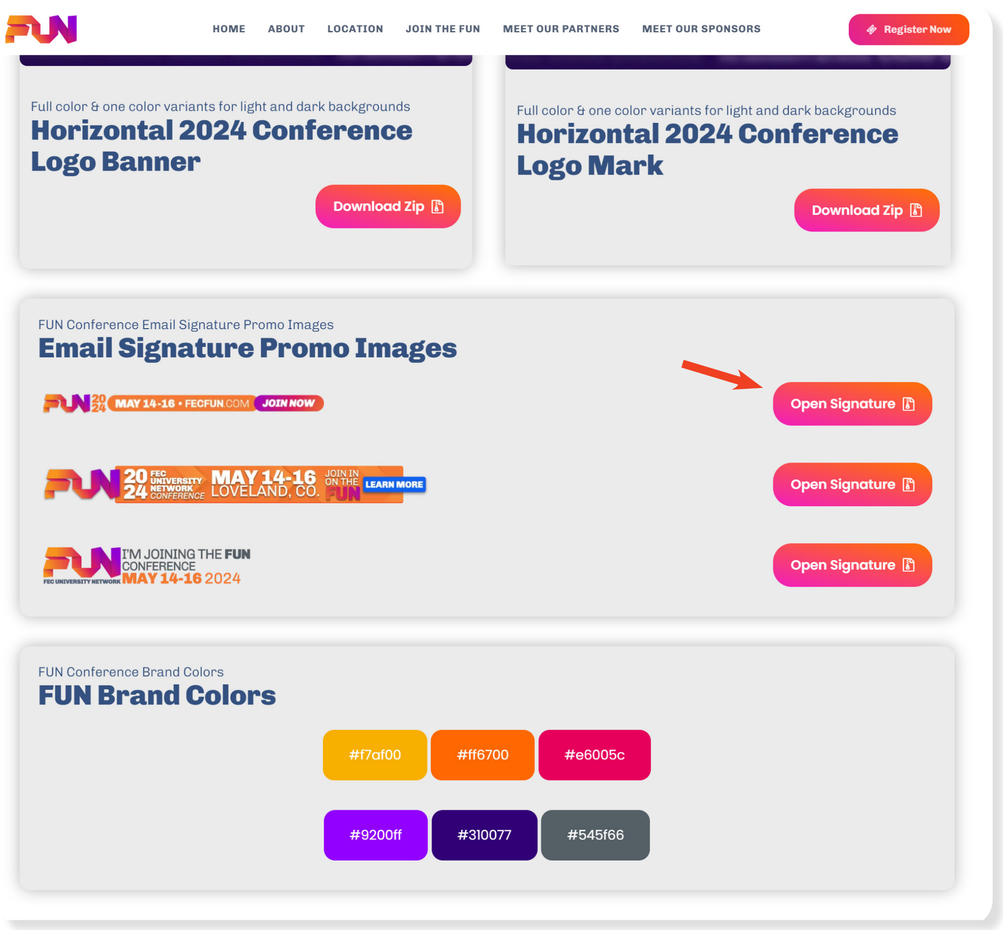
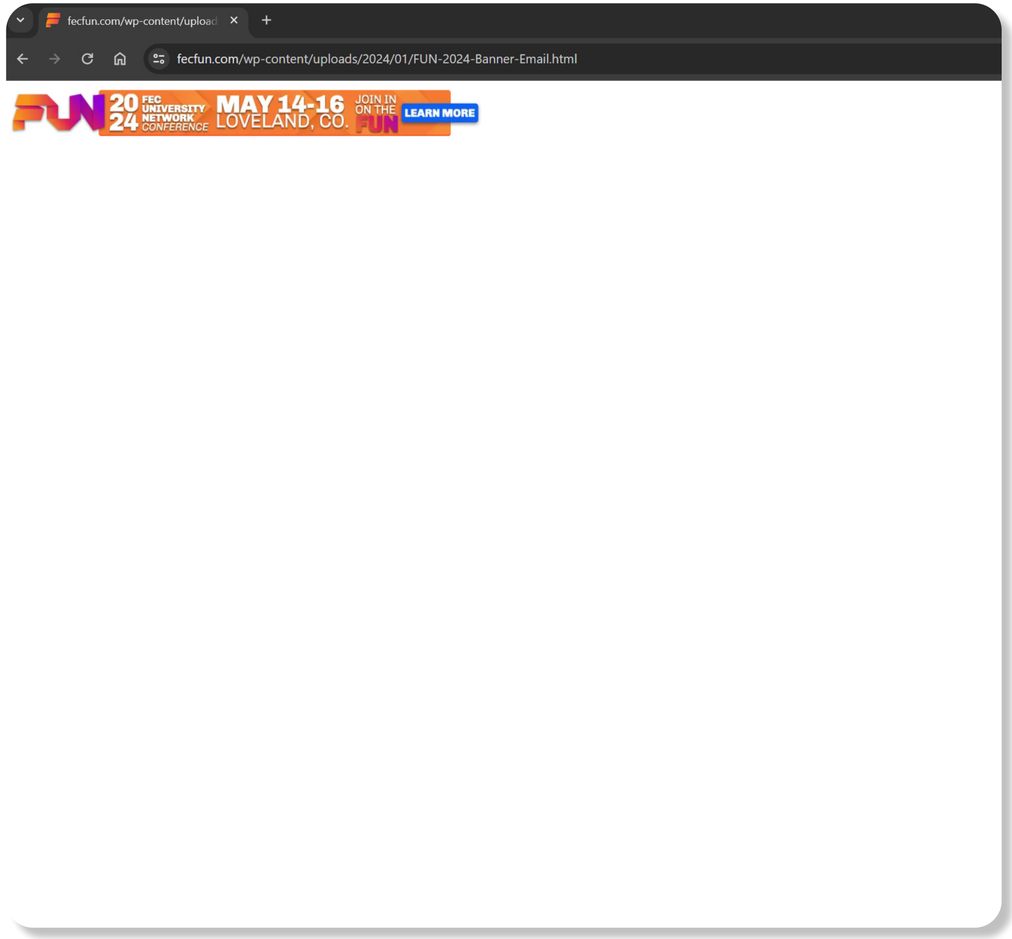
How to install FUN promo email signature on Gmail

Custom email signature for FUN Conference

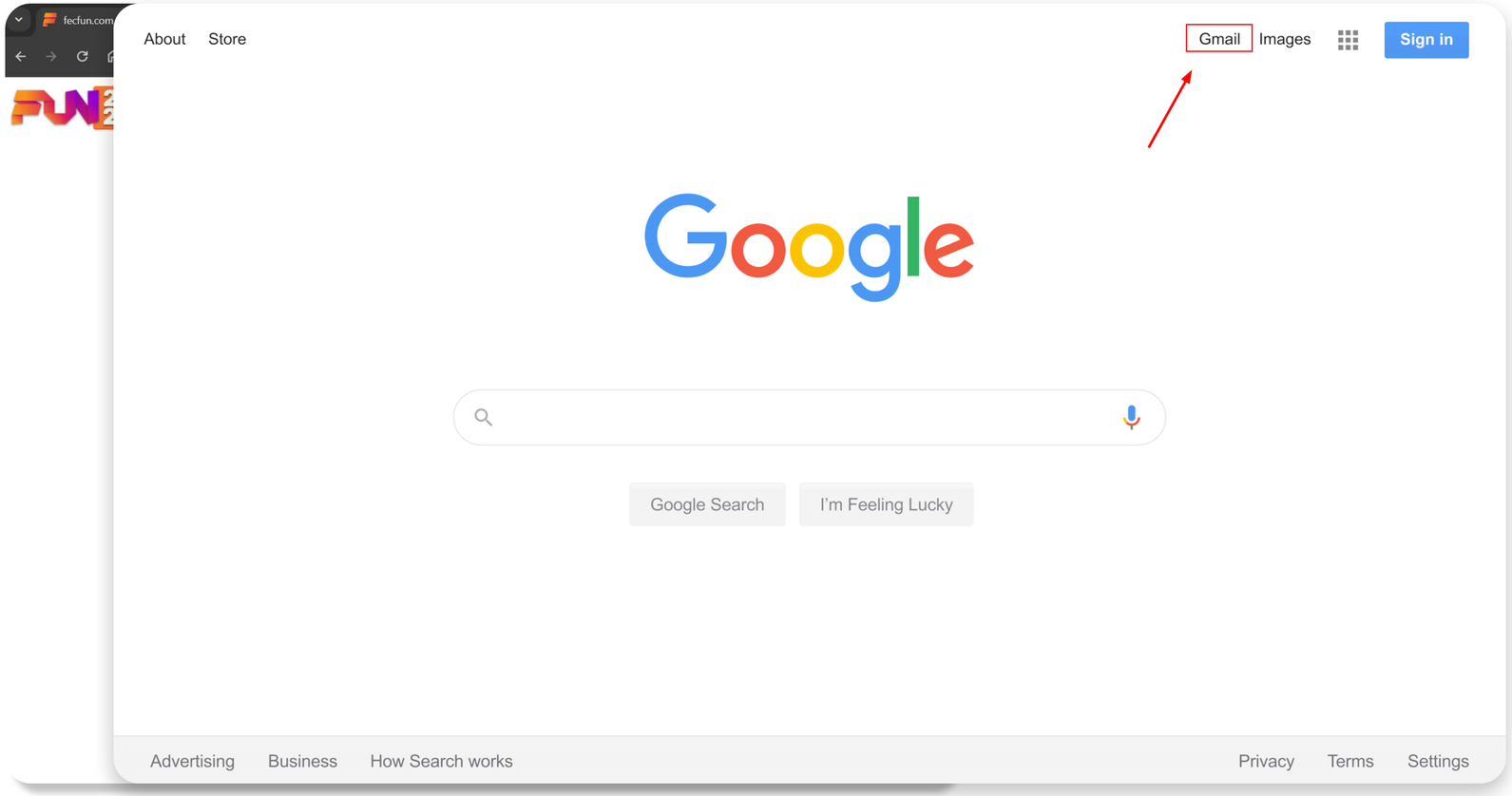
1





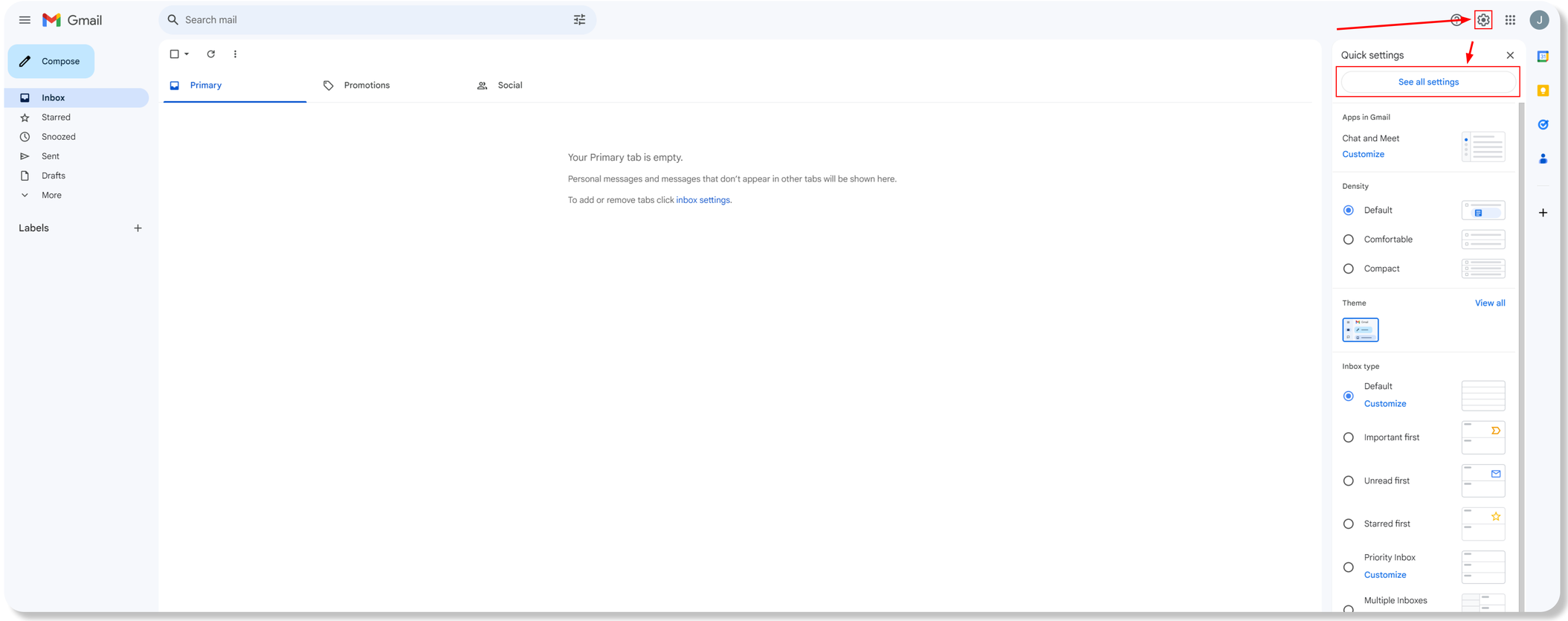
Navigate to the bottom of the fecfun.com/branding page. Click the ‘Open Signature’ button next to the signature you prefer. This will open a new tab in your browser.

2



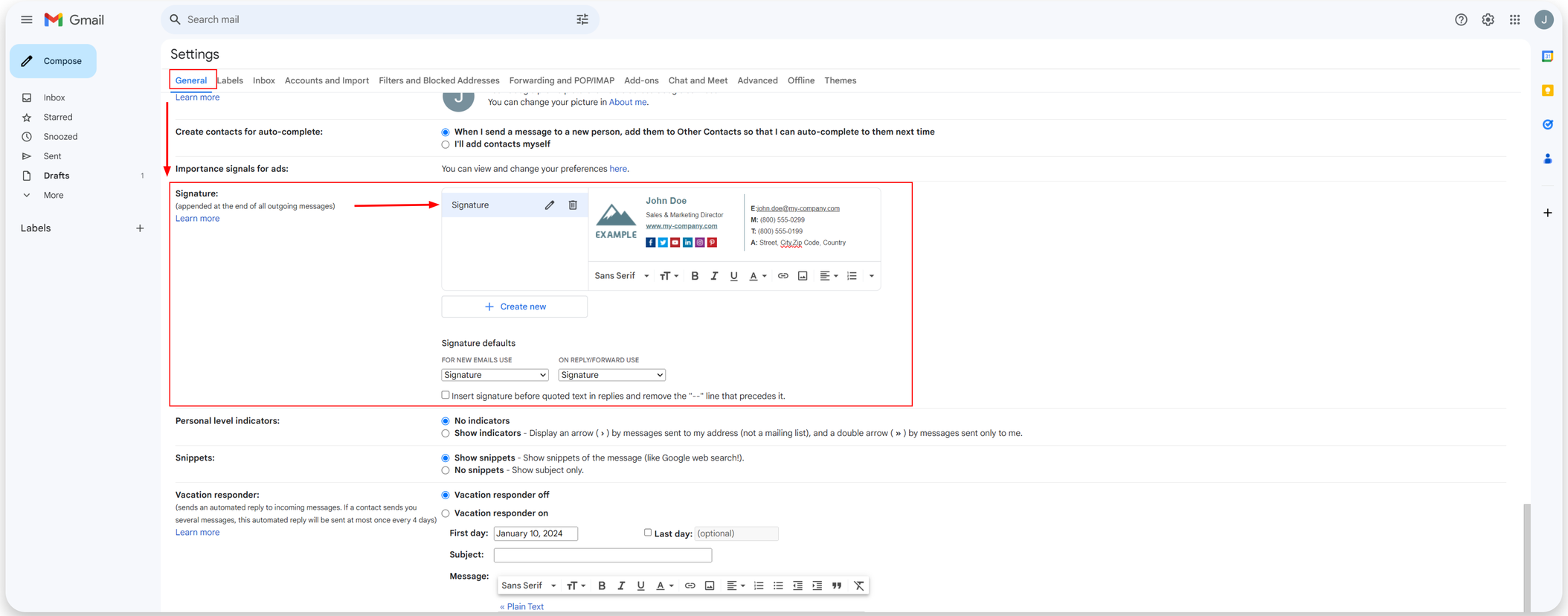
Leave this tab open and open a new internet tab and navigate to your gmail account. Usually you can go to Google.com and click ‘Gmail’ in the right hand corner. Then, sign in to your email account if you’re not already.

3



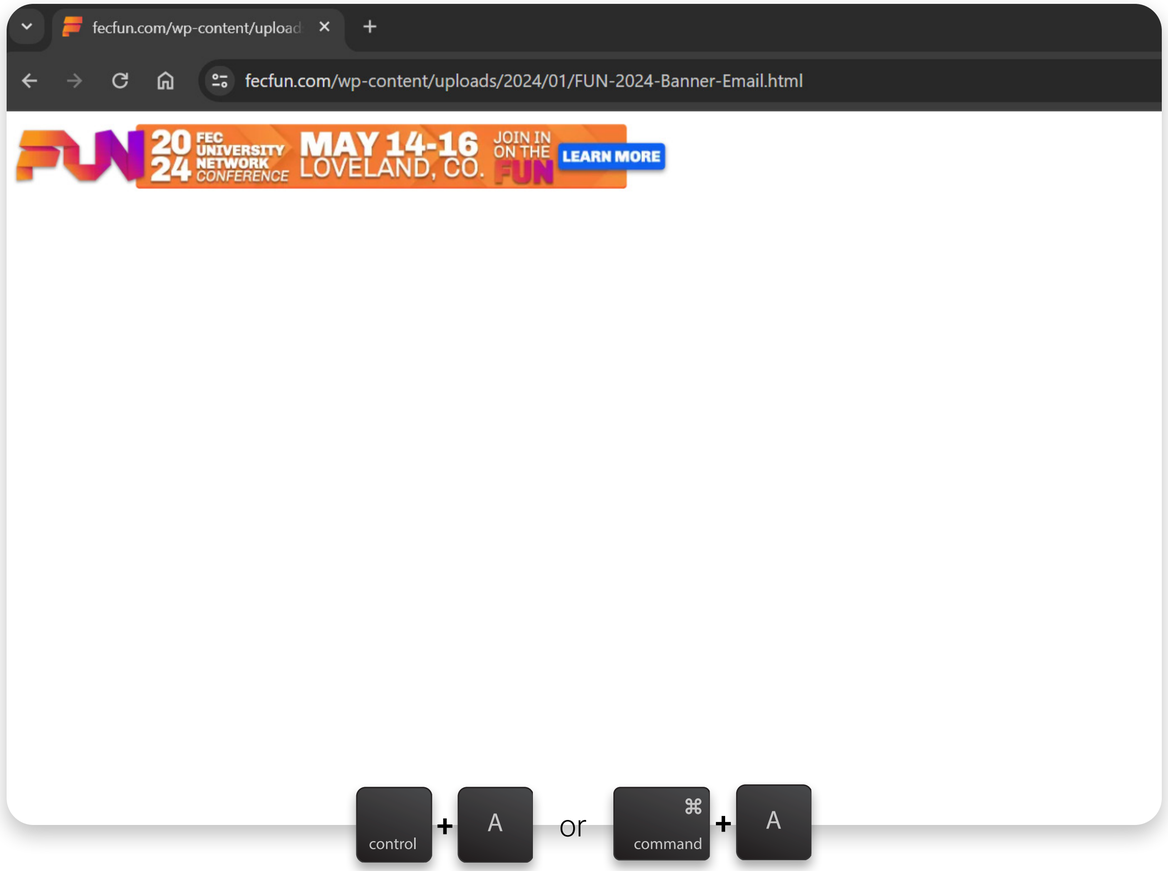
Once you are in your Google Gmail account, click on the settings cog wheel in the right hand corner of the screen. A side bar on the right should open and you should see “See All Settings” at the top of that bar. Click “See All Settings”

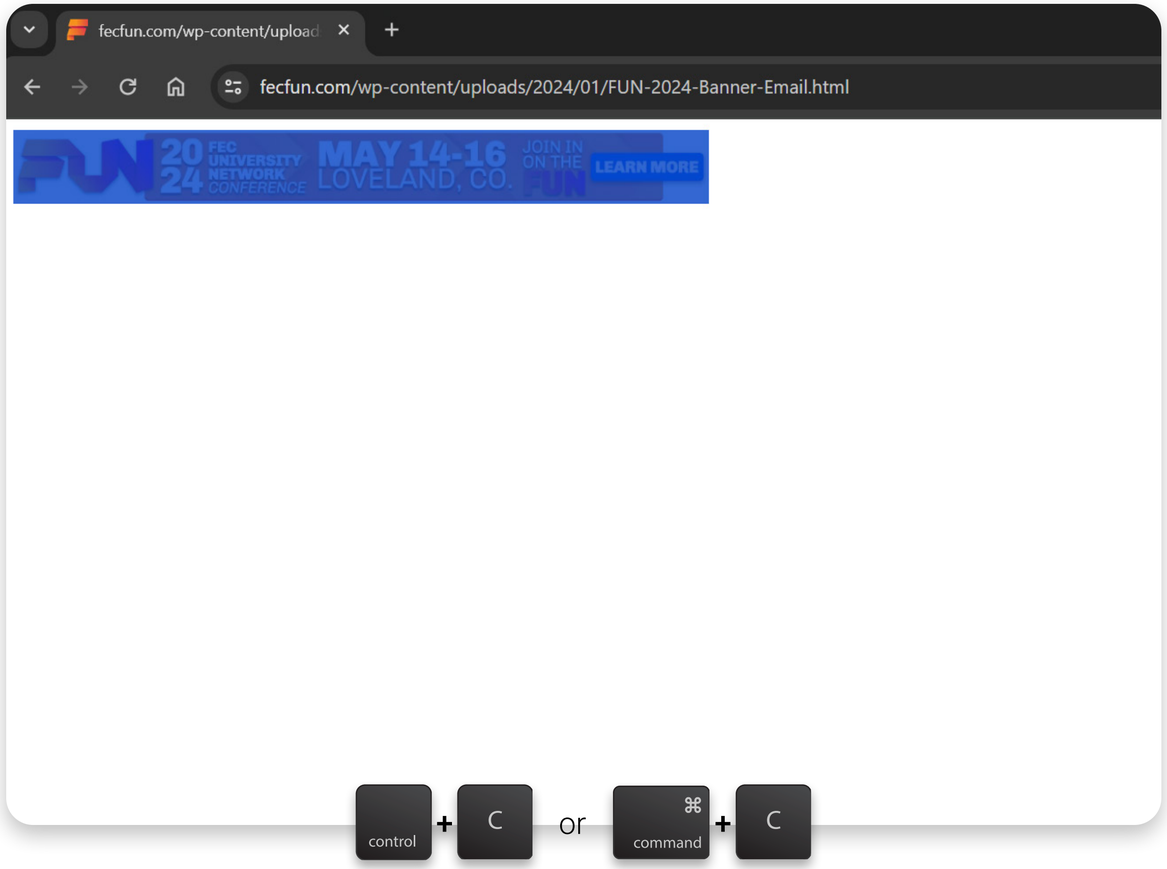
4



Once you're in the main settings screen, stay inside the first 'general' tab and scroll down until you see the 'Signature" section. Then, click the signature you would like to add the Promo Signature to.

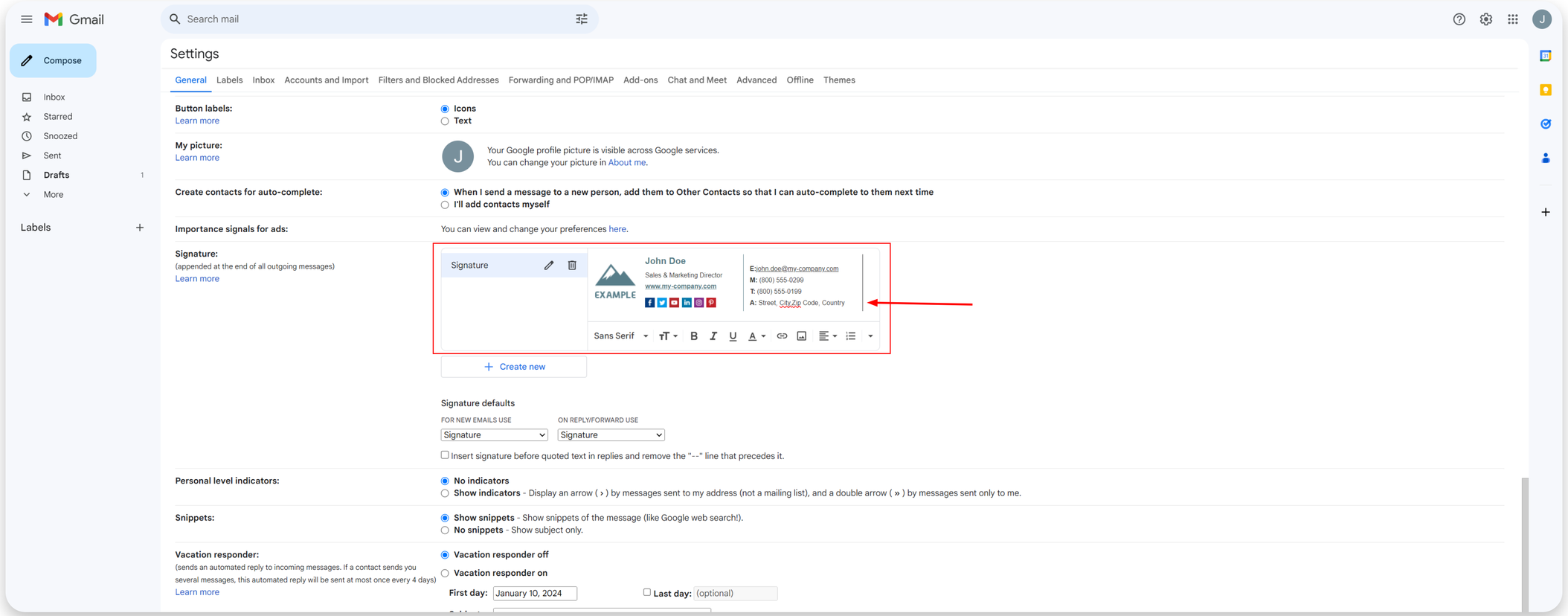
5





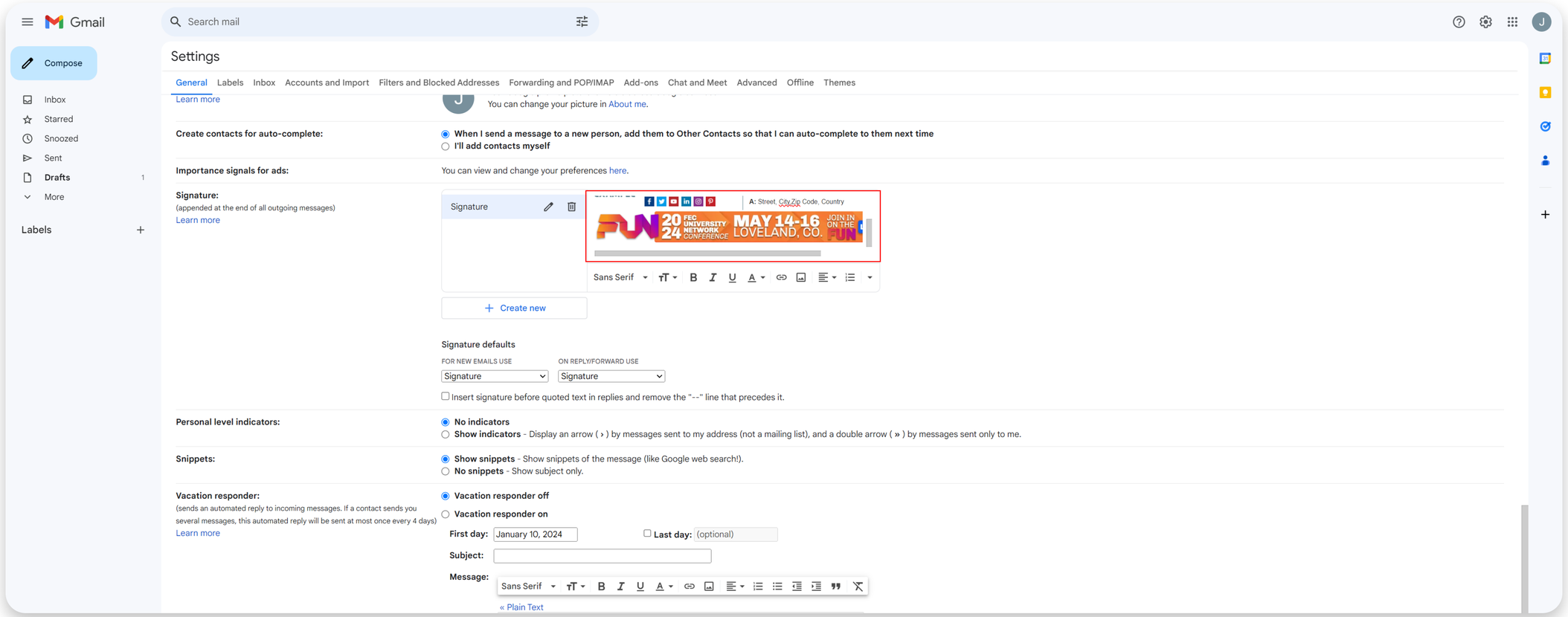
Now go back to the open tab with the promo signature. Use the keyboard command to highlight the entire signature. Use CTRL+A or CMD+A to highlight the entire signature. *(Clicking and dragging your cursor to highlight can cause problems and is not recommended.)* Next, copy the highlighted signature by using CTRL+C or CMD+C.

6



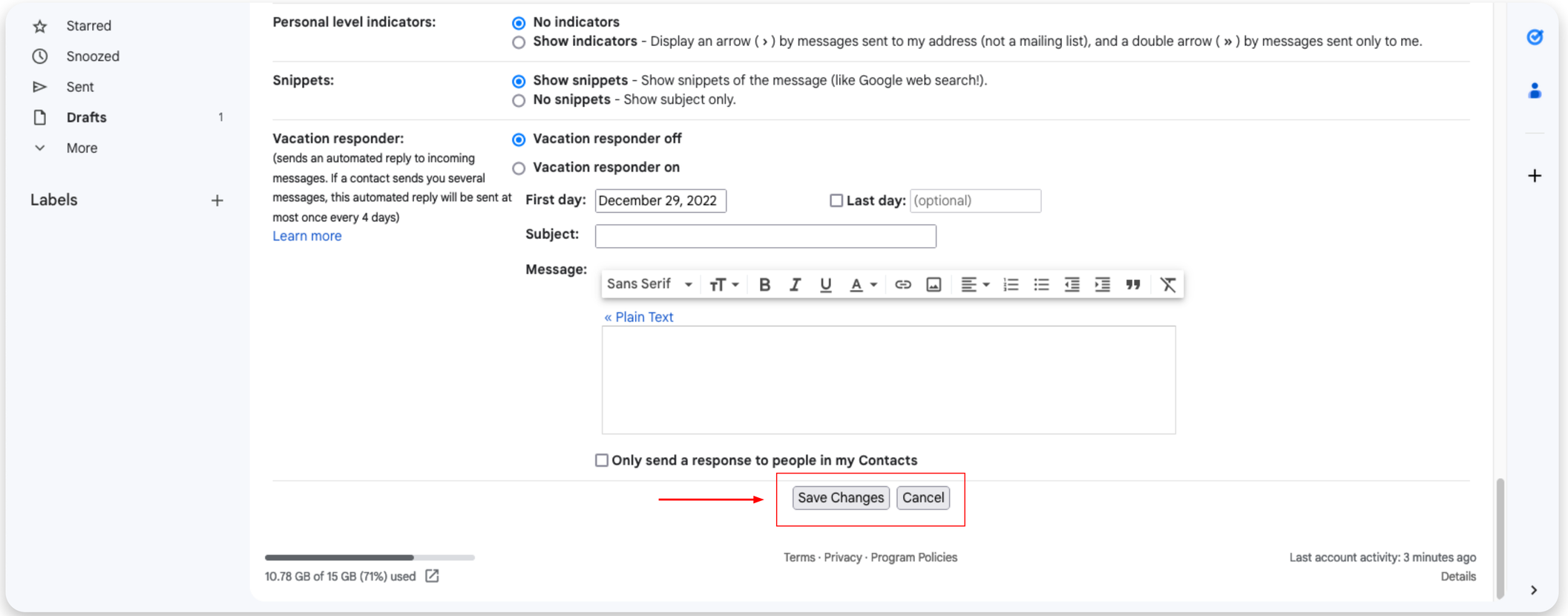
Navigate back to your gmail tab. Make sure you click into the content box near the end of your current signature so that the typing cursor is blinking.

7



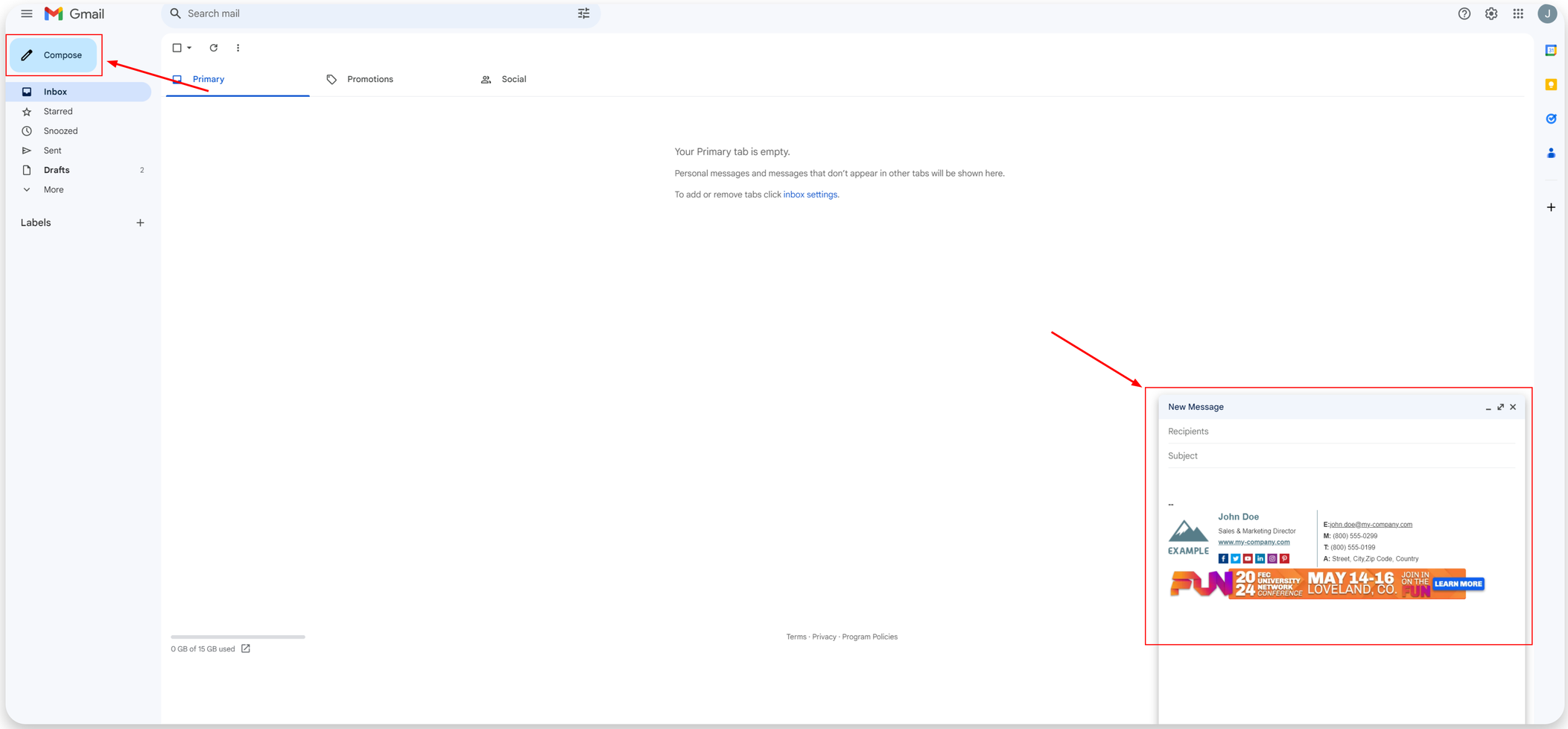
In the Signature content window, with blinking typing cursor, paste the promo signature using the CTRL+V or CMD+V command on the keyboard. You can also right click on the content space and paste. Make sure the signature looks correct.

8



Now that the signature has been successfully pasted into the Gmail signature settings, scroll to the bottom of the settings page, and click “Save Changes” button. **It’s very important we save these changes before continuing.** After the settings are saved, it should kick you back to your Gmail inbox screen.

9



After the settings are saved, it should kick you back to your Gmail inbox screen. With your promo signature successfully added, you should make sure the signature is working as intended. Click the “Compose” button to start a new email. In the new email window your signature should appear and you can begin writing your email. **I recommend sending the test email to yourself or an email account you have access to on desktop and mobile.** Test all the links in the signature are working and redirecting correctly.

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Need help? Stuck on a step?

Don’t hesitate to reach out to me for help! I can walk you through the steps by phone or video.

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