

SFC Email Signature Set Up

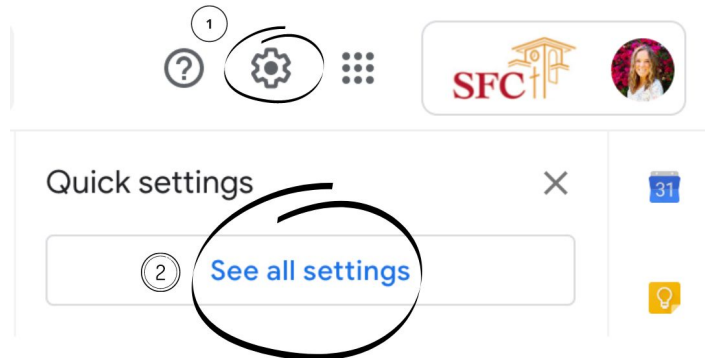
1. Click the **gear icon**

2. Click **"See all settings"**

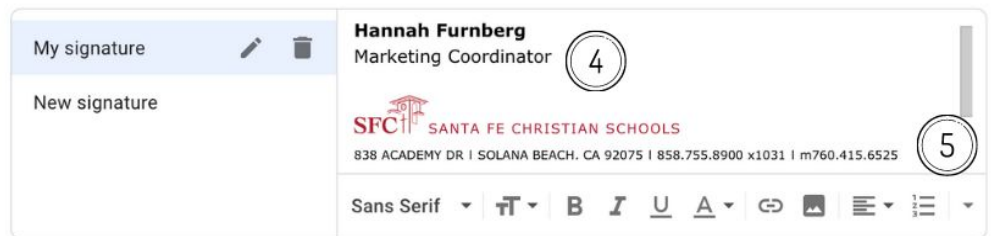
3. Scroll down to the **"Signature"** section

4. Update your **title**

5. **Optional:** update your phone extension and/or cell phone. If not desired, remove up until the end of the school number



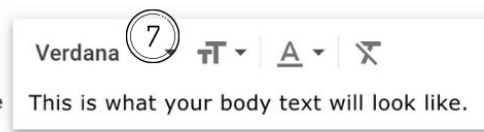
3 **Signature:**
(appended at the end of all outgoing messages)
[Learn more](#)



6. Scroll up to **"Default text style"**

7. Select the **Verdana font** and make the **text color black**

6 **Default text style:**
(Use the 'Remove formatting' button on the toolbar to reset the default text style)



8. Scroll down to the bottom and **"Save Changes"**

DO NOT change the font, font size, color or add credentials, photos, Bible verses, or quotes.