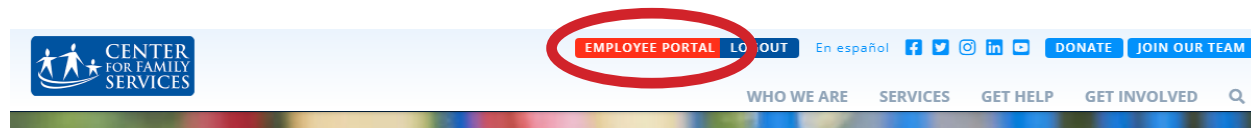


Updating Your Email Signature for Gmail Users



1.



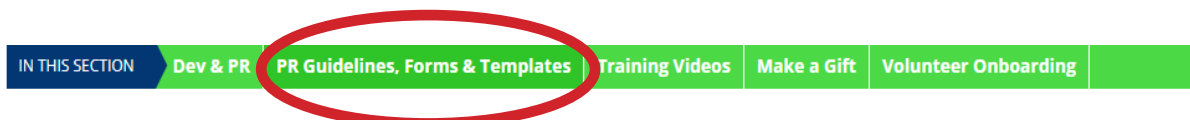
Visit centerffs.org and click **Employee Portal**.

2.

Log in using the username **staff** and the password **centerffs**.

Be sure to click the reCAPTCHA box, then click **LOG IN**.

3.



Guidelines, Forms, and Templates

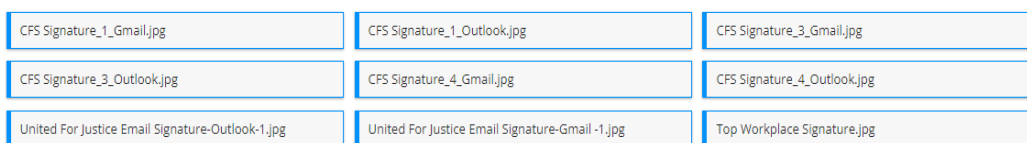
Public Relations and Development

Once you've logged in, hover over the **Public Relations & Development** section and click **PR Guidelines, Forms, and Templates**.

4.


How to Setup Your Email Signature and Optional Branded Image

[VIEW DETAILS AND DIRECTIONS](#)



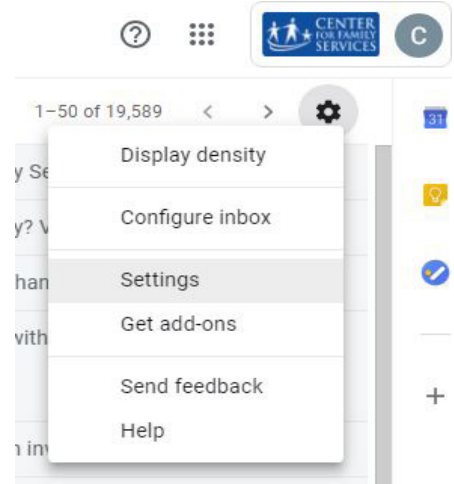
Scroll down to the **Email Signature Image** section. Here, you'll find three options for email signature images for both Gmail and Outlook.

Click the version of your choice to be directed to the image's page.

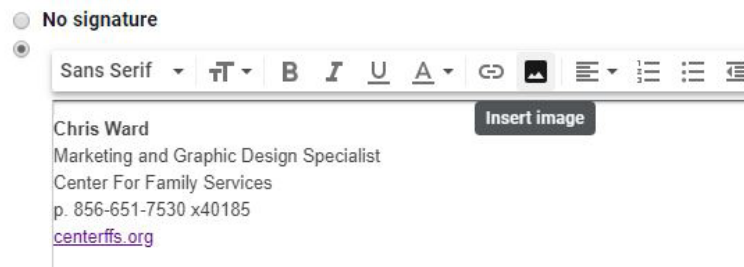
5. 

Once directed to the images page, double click the link at the top of the page. Next, right click the highlighted link and select **copy**.

6. Open Gmail and click the settings button in the upper right corner, then click **Settings**.



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



Scroll to the Signature section.

This may be a good time to ensure your Center For Family Services email signature is both up-to-date and correctly formatted to include the following:

- First/Last Name
- Pronouns (optional)
- Job Title
- Center For Family Services
- Email Address
- Work Phone
- Cell Phone (if you have an agency cell)
- Fax (optional)
- centerffs.org

All staff should also be sure to include the following disclaimer message in their email signature:

This communication, including attachments, is confidential, may be subject to legal privileges, and is intended for the sole use of the addressee. Any use, duplication, disclosure or dissemination of this communication, other than by the addressed, is prohibited. If you have received this communication in error, please notify the sender immediately and delete or de-

8.

Signature:

(appended at the end of all outgoing messages)
[Learn more](#)



Click the space between your individual information and the disclaimer and click **Insert Image**.

9.

Add an image

Web Address (URL) My Drive Upload

Paste an image URL here: ✓



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Click **Web Address (URL)**, paste the image link in the box below, and click **Select**.

Be sure the size of the image is set to **Large**.

Lastly, scroll to the bottom of the Settings page and click **Save Changes**.

Chris Ward

Marketing and Graphic Design Manager

Center For Family Services

E. christopher.ward@centerffs.org

P. 856-651-7530 x40185

Pronouns: he/him/his

centerffs.org



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