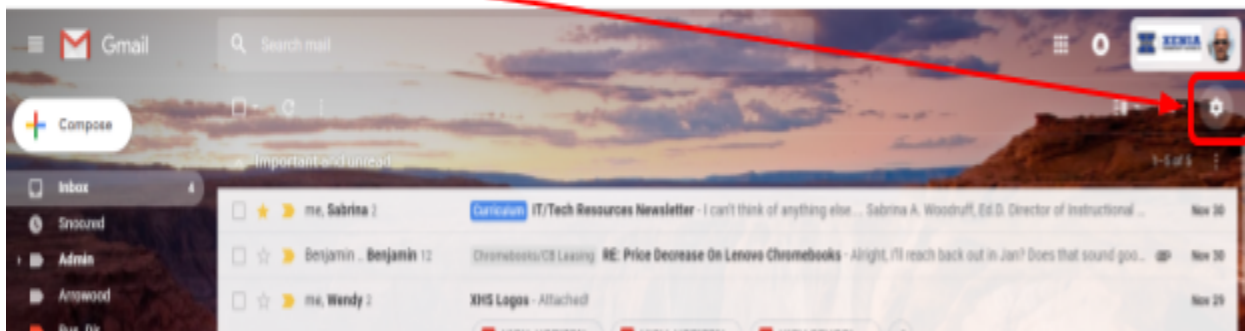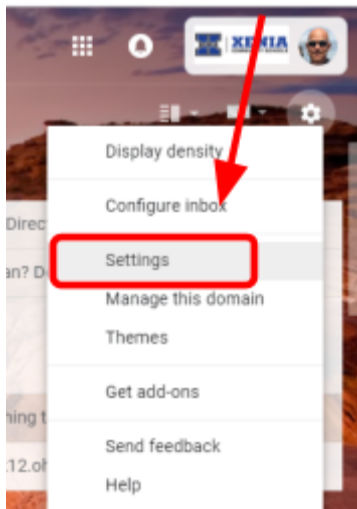# Updating Email Signature Line To Communicate Change of Email Address
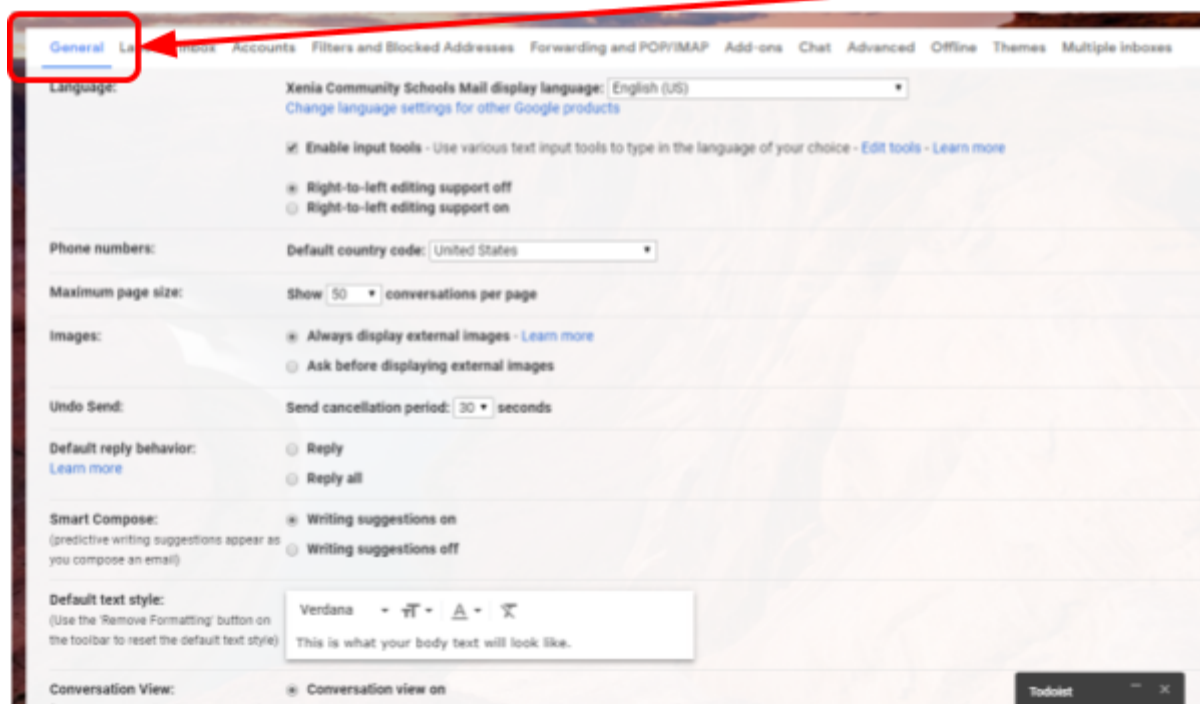
1. Open your Gmail.
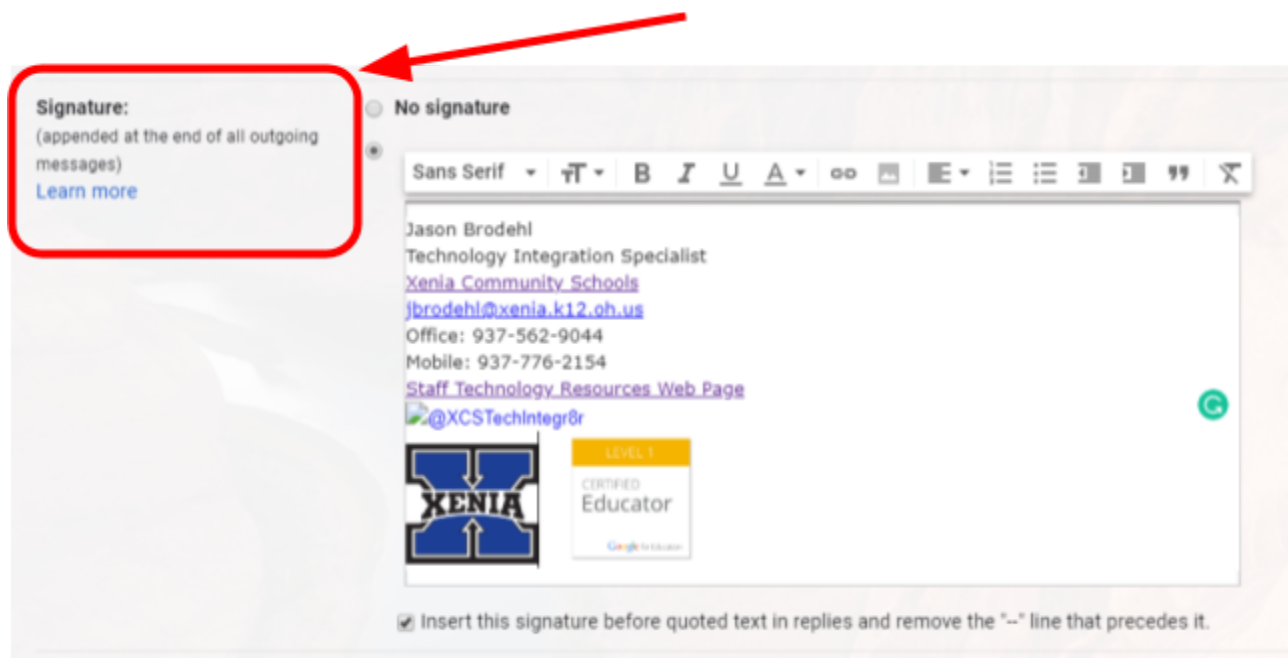
2. Click on the Settings icon (the gear icon)

3. Choose Settings

4. On the next screen, confirm you are on the General tab.

5. Scroll down on this page until you Signature on the left.

6. In this box, type your name, contact information and a note saying, "my email address has changed to _____@xeniaschools.org"

You may add any additional information you'd like. You can also add links to the district's Facebook Page and to the website:
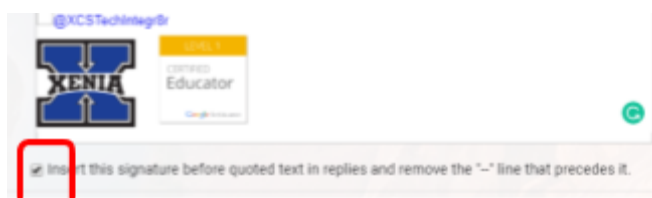
www.Facebook.com/xeniacommunityschools
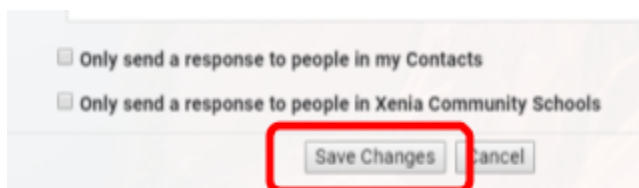
www.xeniaschools.org

You may also attach the logo. Use either the district's horizontal or square logo, or your building's horizontal or square logo. (Instructions on attaching the new Xenia logo are located at the end of this document.)
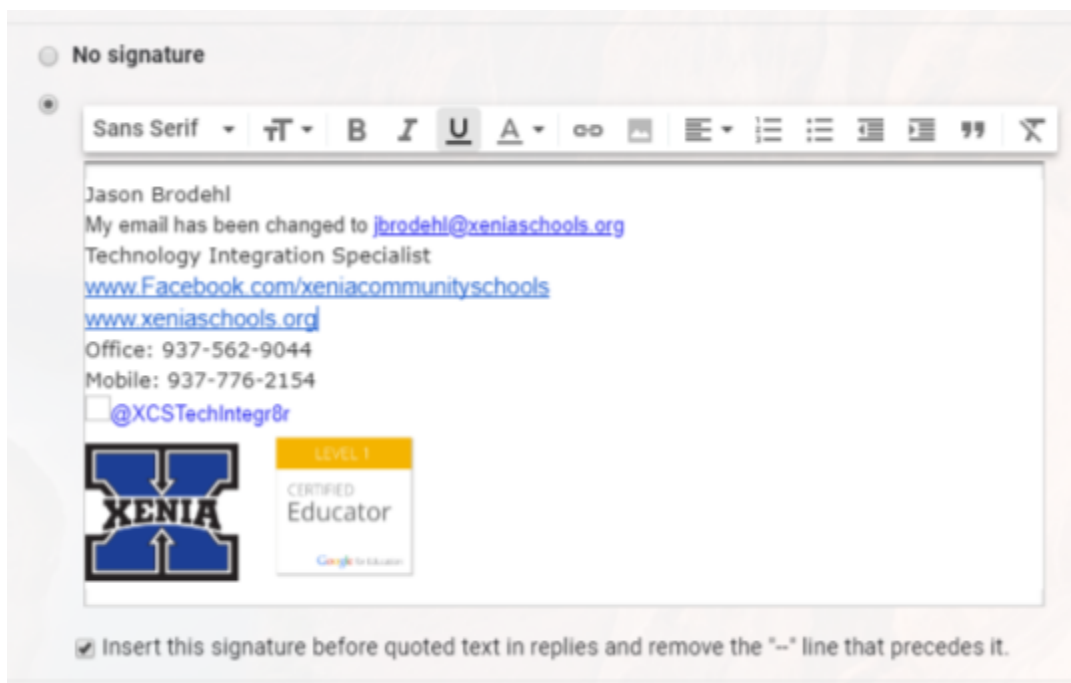
7. Be sure to click on this box. You will see a checkmark in it.

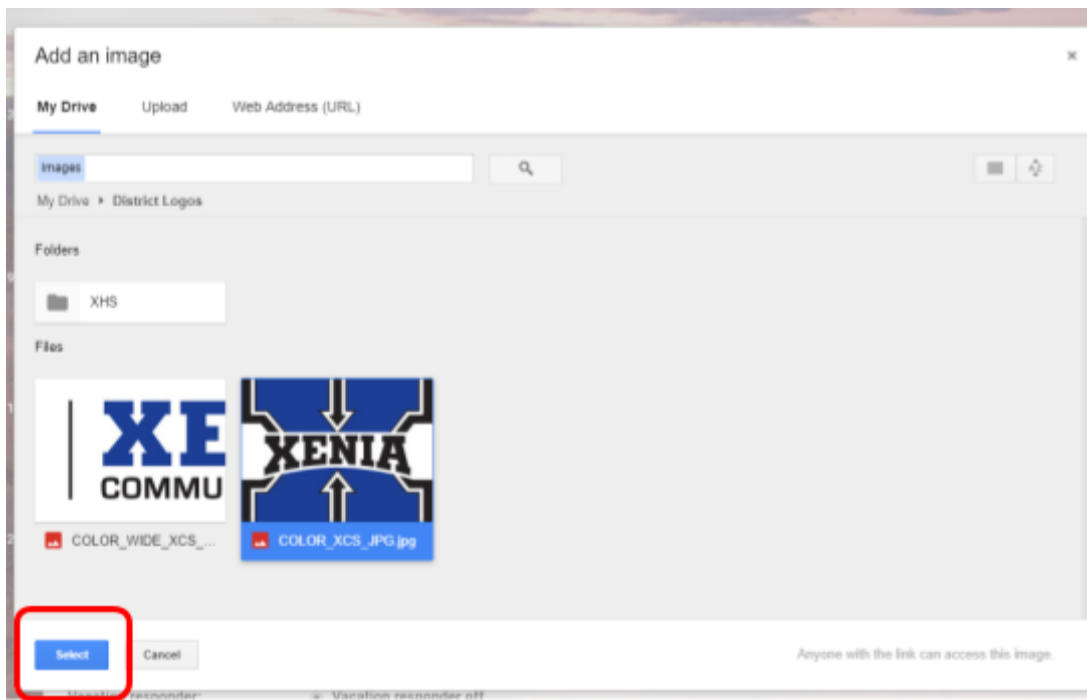8. Scroll down the page and you have to click Save Changes!

# How to Attach the Xenia Logo to Your Email Signature

1. Be sure you have the logo saved in your Google Drive. All logos are on our website and can be downloaded from this page:
   http://www.xeniaschools.org/cms/one.aspx?portalid=161523&pageid=1027452
2. Open your Gmail and navigate to the setting icon, the gear icon, and select Settings (steps 1-3 in the previous section).
3. Scroll down to signature box
4. After you have entered your information (name, new email, phone, etc.) hit Enter
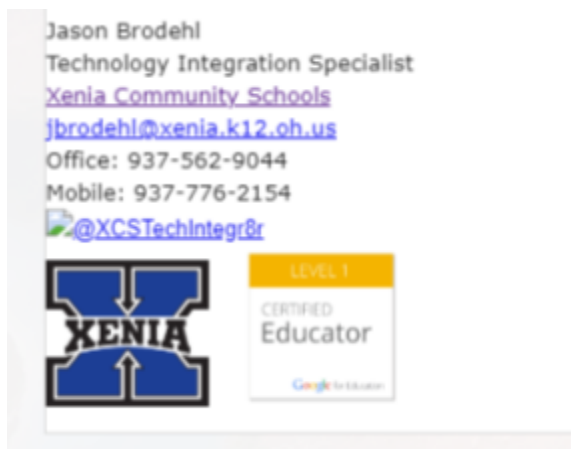5. Click on the Picture icon
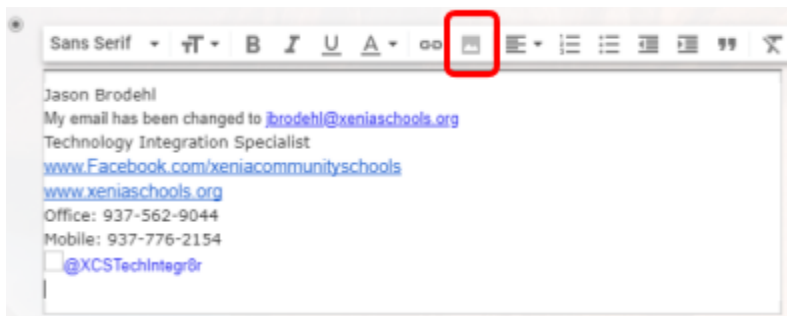
6. Navigate to where you saved the logo in your Google Drive. Click on the image and then click on Select.

7. It will insert as a very large image. Click on the image and select Small
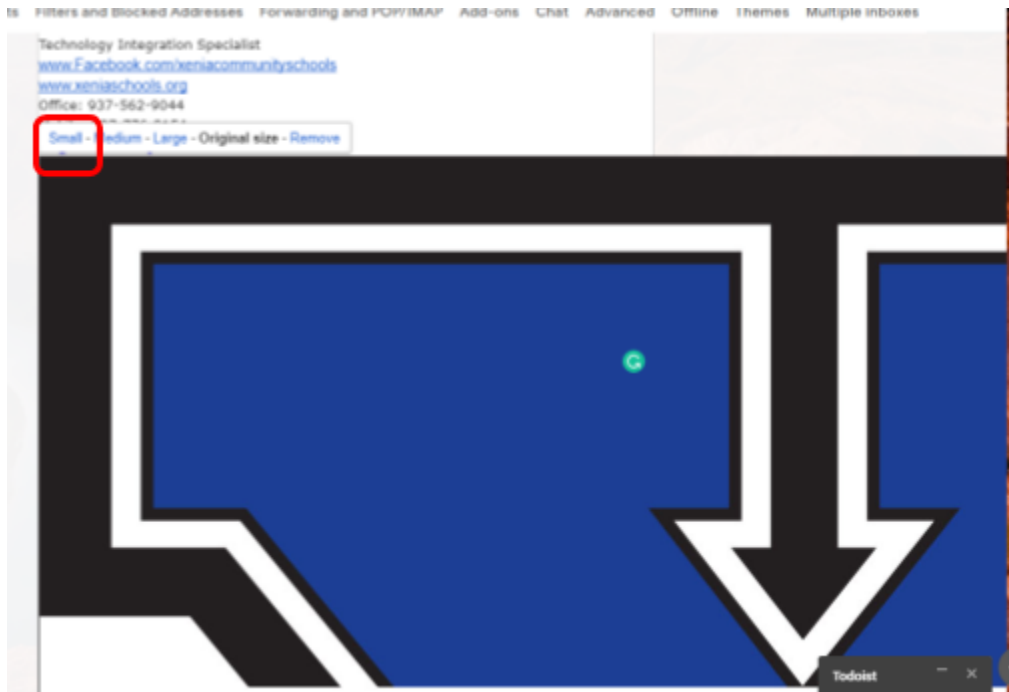
8. It should look like this (without the other picture):

9. Scroll down to the bottom of the page and click Save Changes.