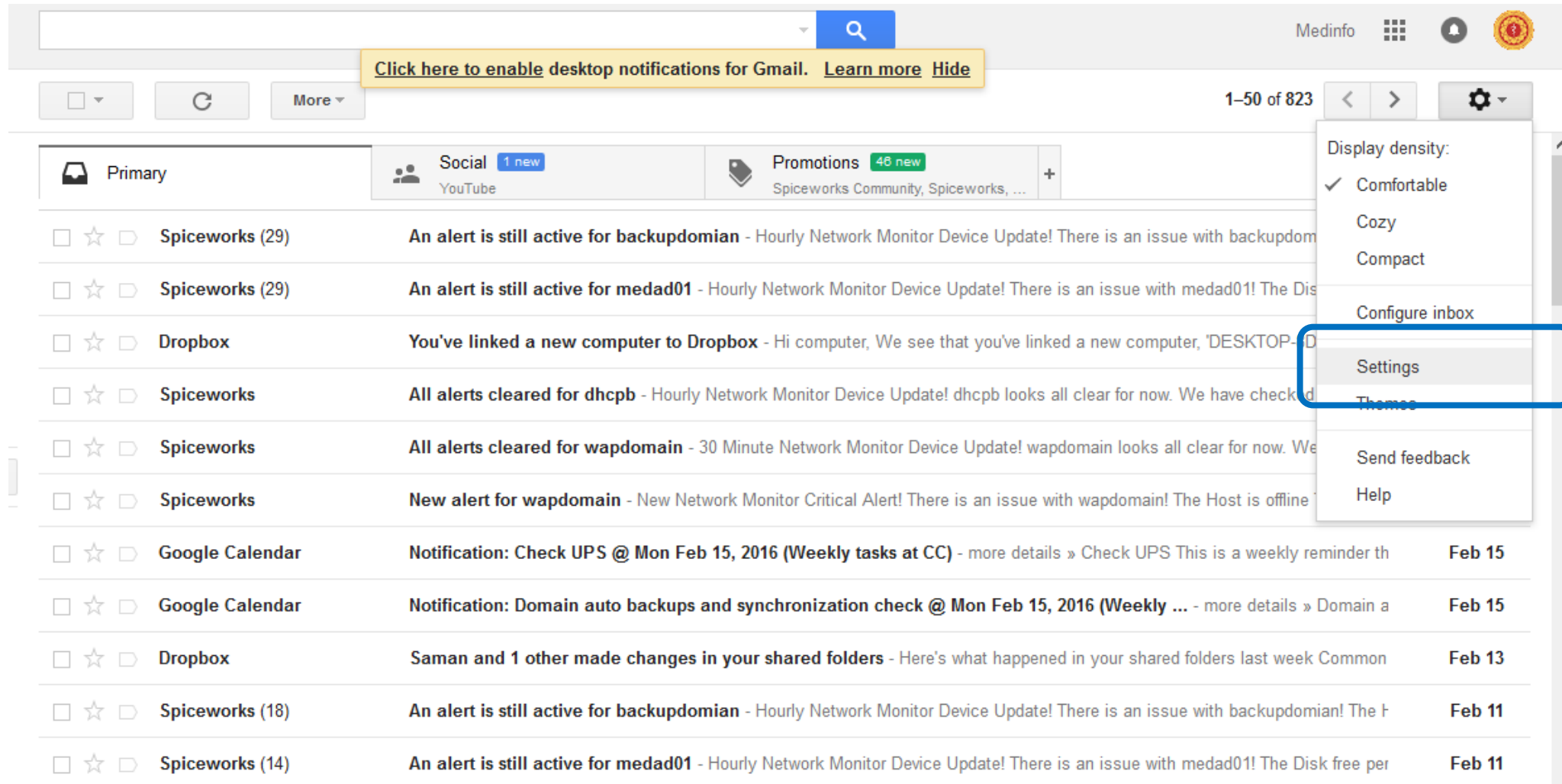


**GUIDE FOR INSERTING
25th ANNIVERSARY EXHIBITION
EMAIL FOOTER**

01. Sign in to Gmail/Kelanimail

02. Goto Settings



The screenshot shows the Gmail interface. At the top, there is a search bar and a notification banner that says "Click here to enable desktop notifications for Gmail. Learn more Hide". Below the banner, there are navigation buttons for "Primary", "Social" (with 1 new item), and "Promotions" (with 48 new items). The main inbox area displays a list of emails from various senders like Spiceworks, Dropbox, and Google Calendar. On the right side, a settings menu is open, showing options for "Display density" (Comfortable, Cozy, Compact), "Configure inbox", "Settings" (highlighted with a blue box), "Themes", "Send feedback", and "Help".

Sender	Subject	Date
Spiceworks (29)	An alert is still active for backupdomian - Hourly Network Monitor Device Update! There is an issue with backupdomian!	
Spiceworks (29)	An alert is still active for medad01 - Hourly Network Monitor Device Update! There is an issue with medad01! The Disk free per	
Dropbox	You've linked a new computer to Dropbox - Hi computer, We see that you've linked a new computer, 'DESKTOP-D'	
Spiceworks	All alerts cleared for dhcpb - Hourly Network Monitor Device Update! dhcpb looks all clear for now. We have checked	
Spiceworks	All alerts cleared for wapdomain - 30 Minute Network Monitor Device Update! wapdomain looks all clear for now. We	
Spiceworks	New alert for wapdomain - New Network Monitor Critical Alert! There is an issue with wapdomain! The Host is offline	
Google Calendar	Notification: Check UPS @ Mon Feb 15, 2016 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder th	Feb 15
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Feb 15, 2016 (Weekly ... - more details » Domain a	Feb 15
Dropbox	Saman and 1 other made changes in your shared folders - Here's what happened in your shared folders last week Common	Feb 13
Spiceworks (18)	An alert is still active for backupdomian - Hourly Network Monitor Device Update! There is an issue with backupdomian! The H	Feb 11
Spiceworks (14)	An alert is still active for medad01 - Hourly Network Monitor Device Update! There is an issue with medad01! The Disk free per	Feb 11

Go down to the signature section

The screenshot shows the Gmail Settings page. At the top, there is a Google search bar and a 'Medinfo' profile icon. Below the search bar, a yellow tooltip reads: 'Click here to enable desktop notifications for Gmail. [Learn more](#) [Hide](#)'. The main navigation bar includes 'Gmail' and 'Settings'. The left sidebar contains navigation options: 'COMPOSE', 'Inbox (769)', 'Starred', 'Important', 'Sent Mail', 'Drafts (7)', 'Circles', and 'More'. The 'Circles' section shows 'Medinfo' and 'ranil wijesingha'. The main content area is titled 'Settings' and has tabs for 'General', 'Labels', 'Inbox', 'Accounts and Import', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Chat', 'Labs', 'Offline', and 'Themes'. The 'General' tab is active. The settings are organized into sections: 'Language' (Gmail display language: English (US)), 'Phone numbers' (Default country code: Sri Lanka), 'Maximum page size' (Show 50 conversations per page, Show 250 contacts per page), 'Images' (Always display external images), 'Default reply behavior' (Reply), 'Default text style' (Sans Serif, This is what your body text will look like.), 'Conversation View' (Conversation view on), and 'Email via Google+' (Who can email you via your Google+ profile? Anyone on Google+).

Google

Medinfo

Click here to enable desktop notifications for Gmail. [Learn more](#) [Hide](#)

Gmail Settings

COMPOSE

Inbox (769)

Starred

Important

Sent Mail

Drafts (7)

Circles

More

Medinfo

ranil wijesingha

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

Language: Gmail display language: English (US) [Change language settings for other Google products](#)
[Show all language options](#)

Phone numbers: Default country code: Sri Lanka

Maximum page size: Show 50 conversations per page
Show 250 contacts per page

Images: Always display external images - [Learn more](#)
 Ask before displaying external images

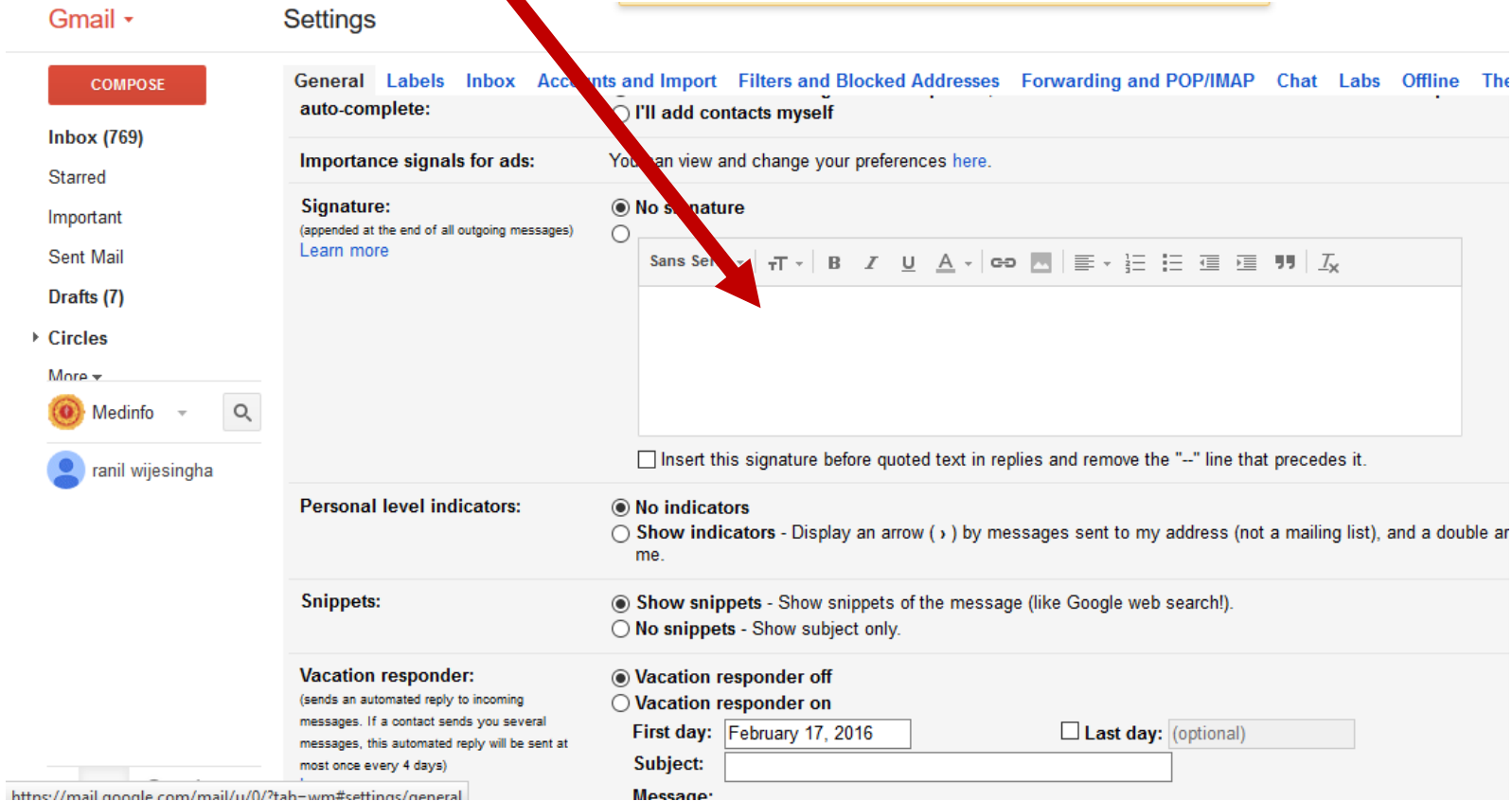
Default reply behavior: Reply [Learn more](#)
 Reply all

Default text style: Sans Serif
(Use the 'Remove Formatting' button on the toolbar to reset the default text style)
This is what your body text will look like.

Conversation View: Conversation view on
(sets whether emails of the same topic are grouped together)
 Conversation view off

Email via Google+: Who can email you via your Google+ profile? Anyone on Google+ [Learn more](#)
If people who aren't in your circles send you email this way, you must agree before they can send you more.

Click here



The screenshot shows the Gmail Settings page for a user named 'ranil wijesingha'. The 'Signature' section is highlighted, showing the 'No signature' option selected. Below the radio button is a rich text editor with a toolbar containing options for font color, bold, italic, underline, text color, link, image, bulleted list, numbered list, indent, and link removal. A red arrow points to the text area of the signature editor. Other settings sections visible include 'Personal level indicators', 'Snippets', and 'Vacation responder'.

If there is a signature already,
Press enter key after the signature

Click image icon to add the email footer

Gmail ▾ Settings

COMPOSE

Inbox (769)

Starred

Important

Sent Mail

Drafts (7)

▸ Circles

More ▾

Medinfo ▾ 🔍

ranil wijesingha





















General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Ther

auto-complete: I'll add contacts myself

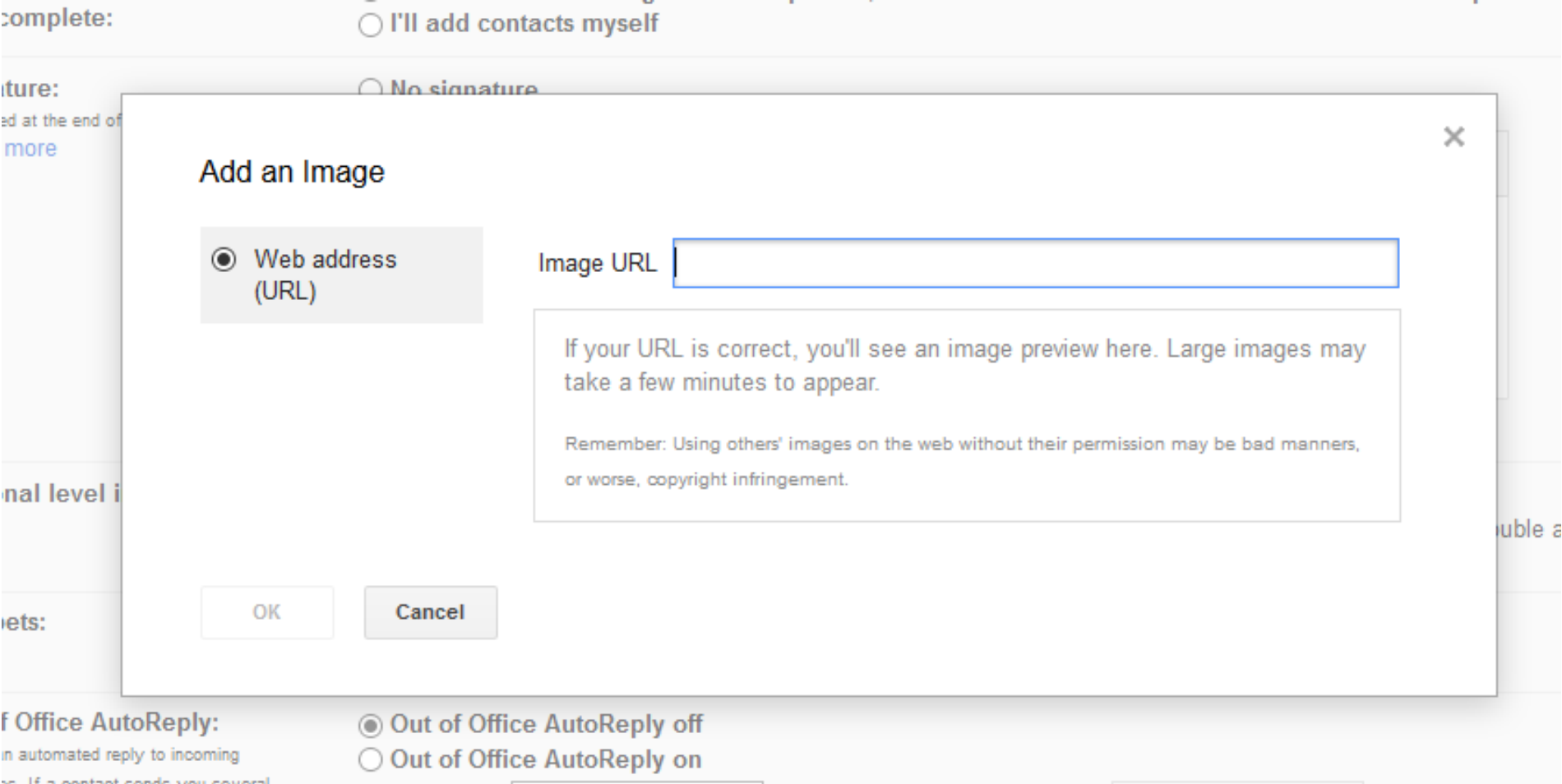
Importance signals for ads: You can view and change your preferences [here](#).

Signature: No signature

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

Sans Serif ▾ ↕ ▾ | **B** *I* U A ▾ |  |  ▾ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Add image window will appear




Copy and paste the below **web address** in the Image URL cage

<http://www.kln.ac.lk/medicine/prog/exb2016/images/EmailFotter/25th%20Anniversary%20email%20footer.jpg>

Add an Image ×

Web address (URL)

Image URL



25th Anniversary Medical Exhibition
23-29 September 2016
Faculty of Medicine
University of Kelaniya

"Medical Knowledge for a healthier tomorrow"

Remember: Using others' images on the web without their permission may be bad manners, or worse, copyright infringement.

OK Cancel

Image will appear but with a large size.

Gmail Settings

COMPOSE

Inbox (769)

Starred

Important

Sent Mail

Drafts (7)

Circles

Medinfo

ranil wijesingha

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

auto-complete: I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

Signature: No signature
(appended at the end of all outgoing messages) [Learn more](#)

Sans Serif | T | B | I | U | A | | | | | | | | | | | | | |



MEDKEL2016

"Medical Knowledge for a healthier tomorrow"

25th Anniversary Medical Exh
23-29 September 2016
Faculty of Medicine
University of Kelaniya

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Personal level indicators: No indicators
 Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me.

Snippets: Show snippets - Show snippets of the message (like Google web search!).
 No snippets - Show subject only.

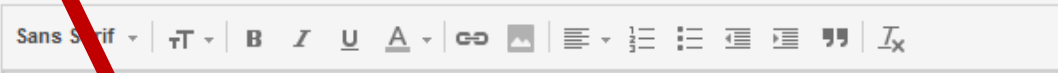

To set the size: click on the image and select Large

auto-complete: I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

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

No signature

  **MEDKEL2016** | 25th Anniversary Medical Exh
23-29 September 2016
Faculty of Medicine
University of Kelaniya
"Medical Knowledge for a healthier tomorrow"

Small - Medium - **Large** - Original size - Remove

Insert the signature before quoted text in replies and remove the "--" line that precedes it.

Go down and click on save changes

Subject:

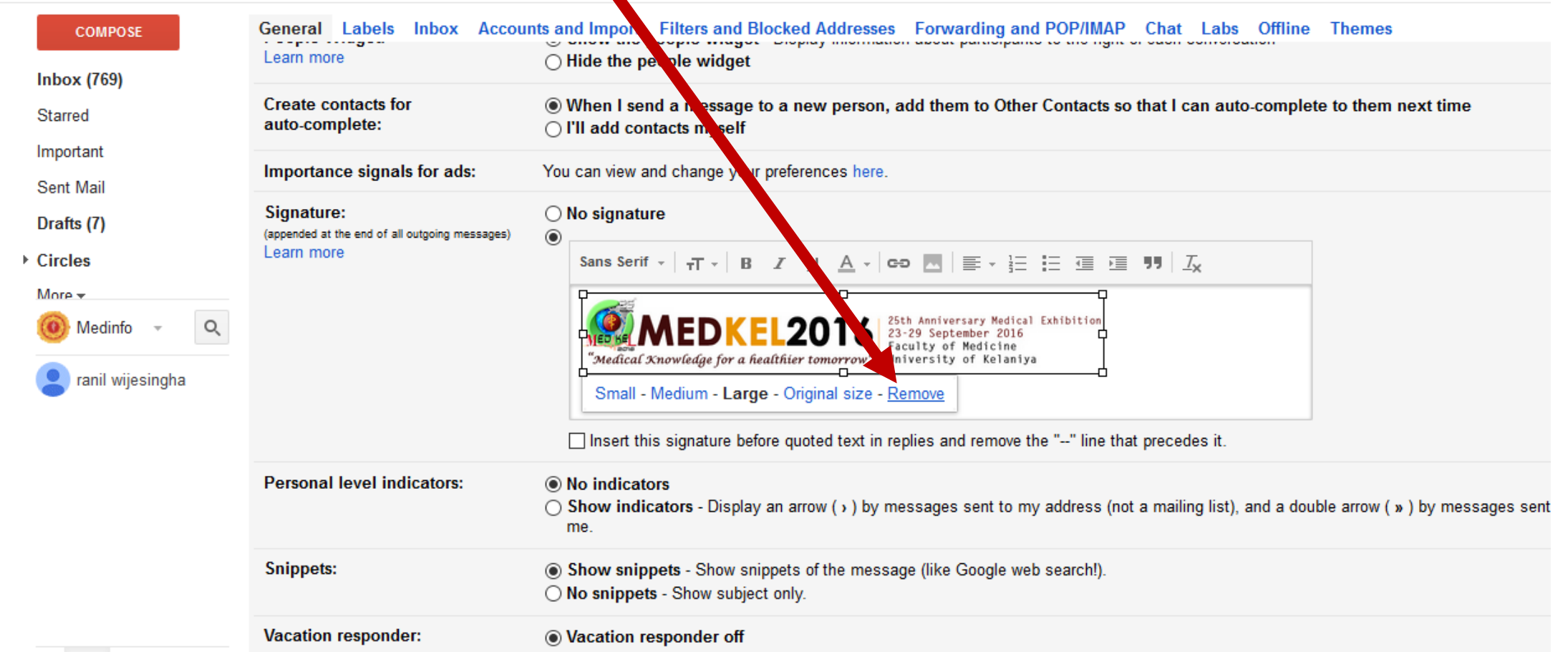
Message:

Sans Serif ▾ | ¶ ▾ | **B** *I* U A ▾ | ↻ | 📷 | ☰ ▾ | 1/3 ☰ ☰ ☰ | ☰ ☰ ☰ | ☰ ☰ | *I*_x

« Plain Text

Only send a response to people in my Contacts

To Remove Signature



COMPOSE

Inbox (769)
Starred
Important
Sent Mail
Drafts (7)
Circles
More
Medinfo
ranil wijesingha

General | Labels | Inbox | Accounts and Import | Filters and Blocked Addresses | Forwarding and POP/IMAP | Chat | Labs | Offline | Themes

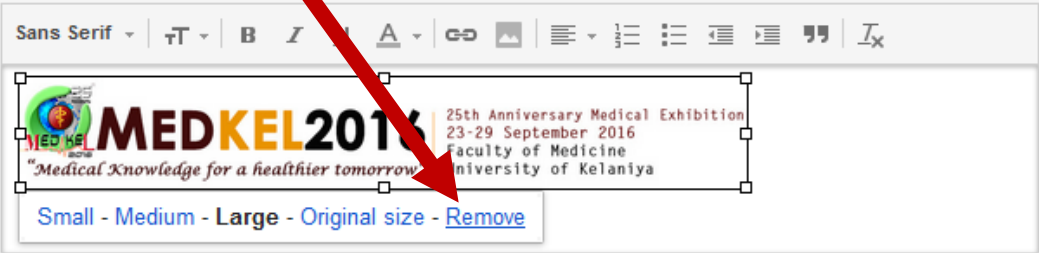
[Learn more](#)

Show the people widget - Display information about participants to the right of each contribution.
 Hide the people widget

Create contacts for auto-complete:
 When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
 I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

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

No signature
 

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Personal level indicators:
 No indicators
 Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent me.

Snippets:
 Show snippets - Show snippets of the message (like Google web search!).
 No snippets - Show subject only.

Vacation responder:
 Vacation responder off

Thank you