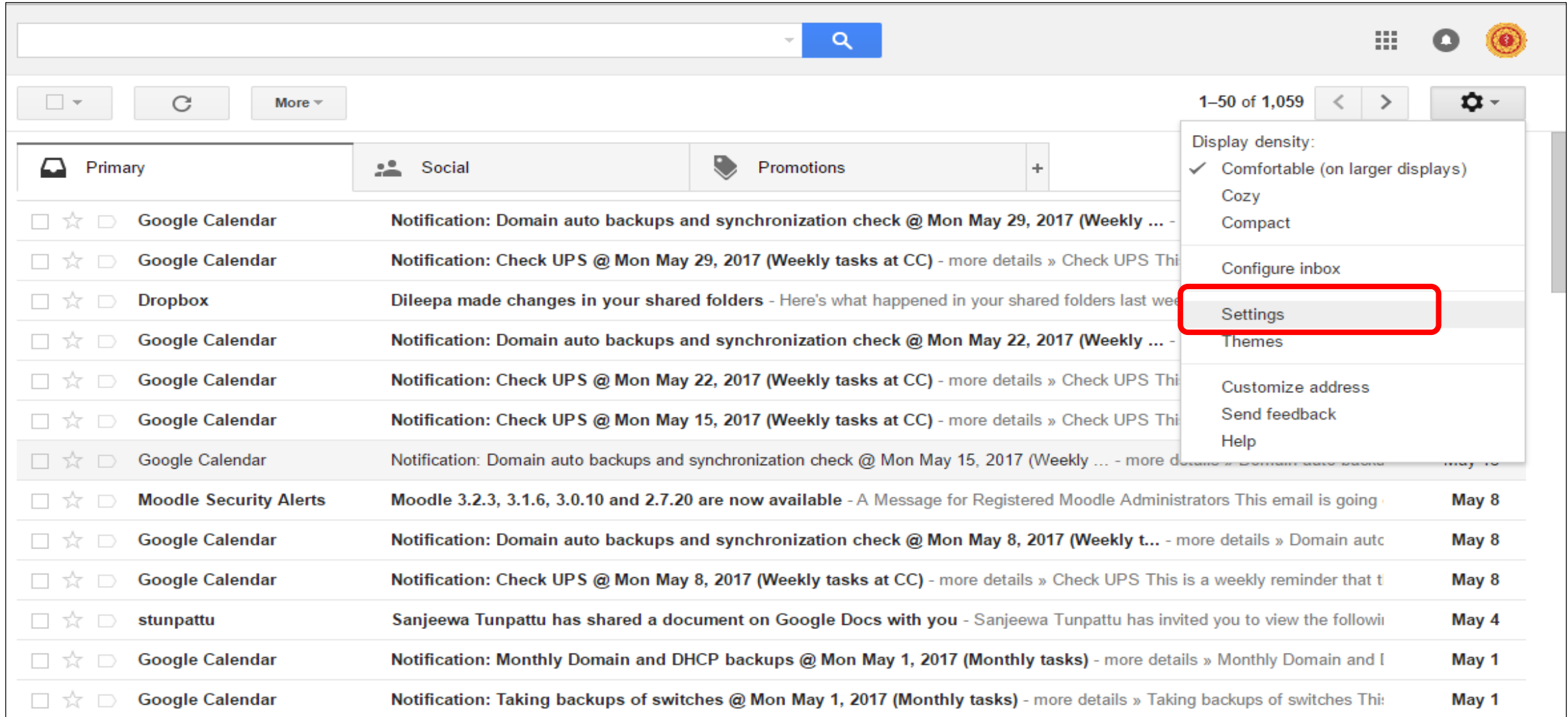


User guide to set up your email footer

1. Sign into Kelani/Gmail Mail

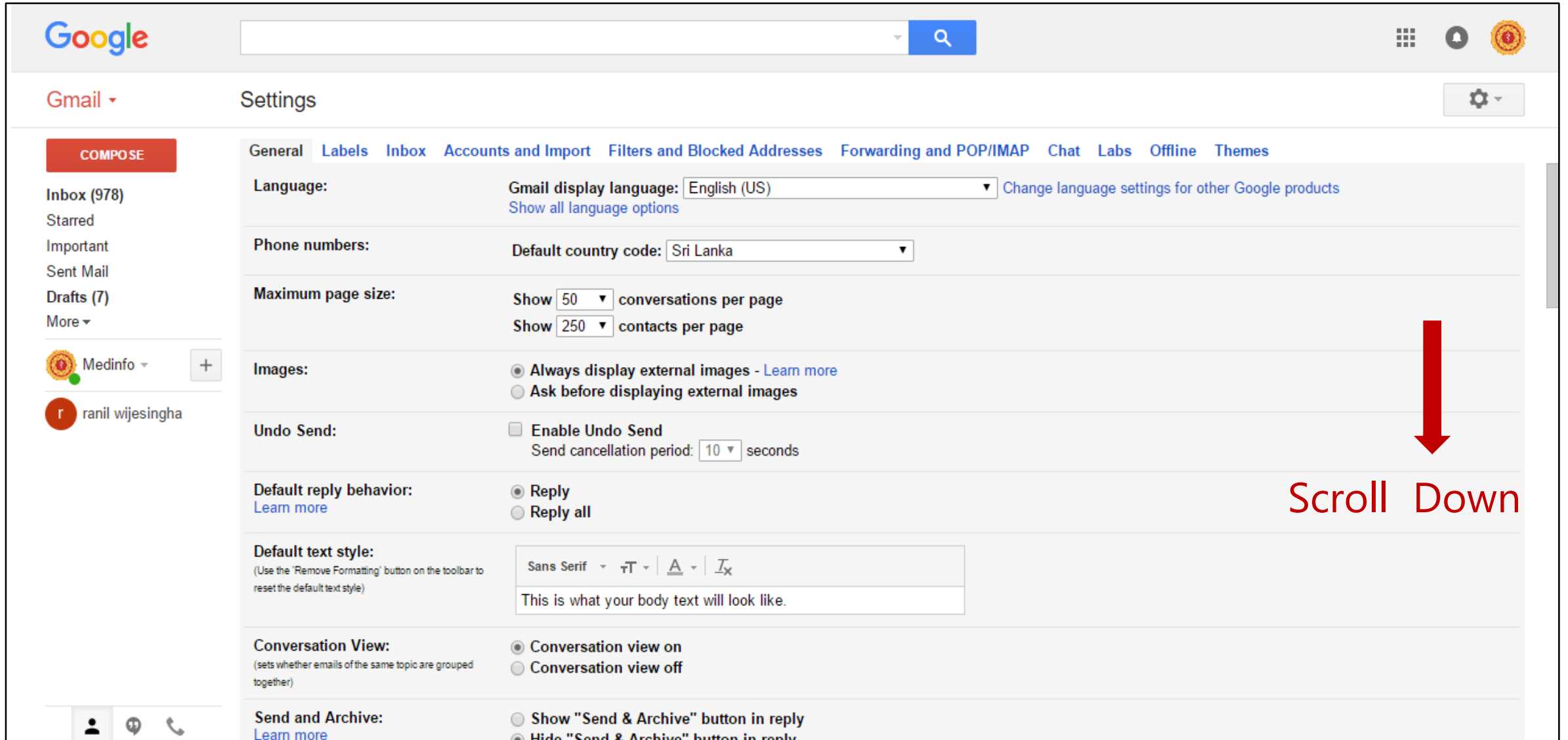
2. Go to settings



The screenshot shows a Gmail inbox interface. At the top, there is a search bar and navigation icons. Below the search bar, there are tabs for 'Primary', 'Social', and 'Promotions'. The inbox list contains several emails, including notifications from Google Calendar and Moodle Security Alerts. A settings menu is open on the right side of the screen, showing options like 'Display density', 'Configure inbox', 'Settings', 'Themes', 'Customize address', 'Send feedback', and 'Help'. The 'Settings' option is highlighted with a red rectangle.

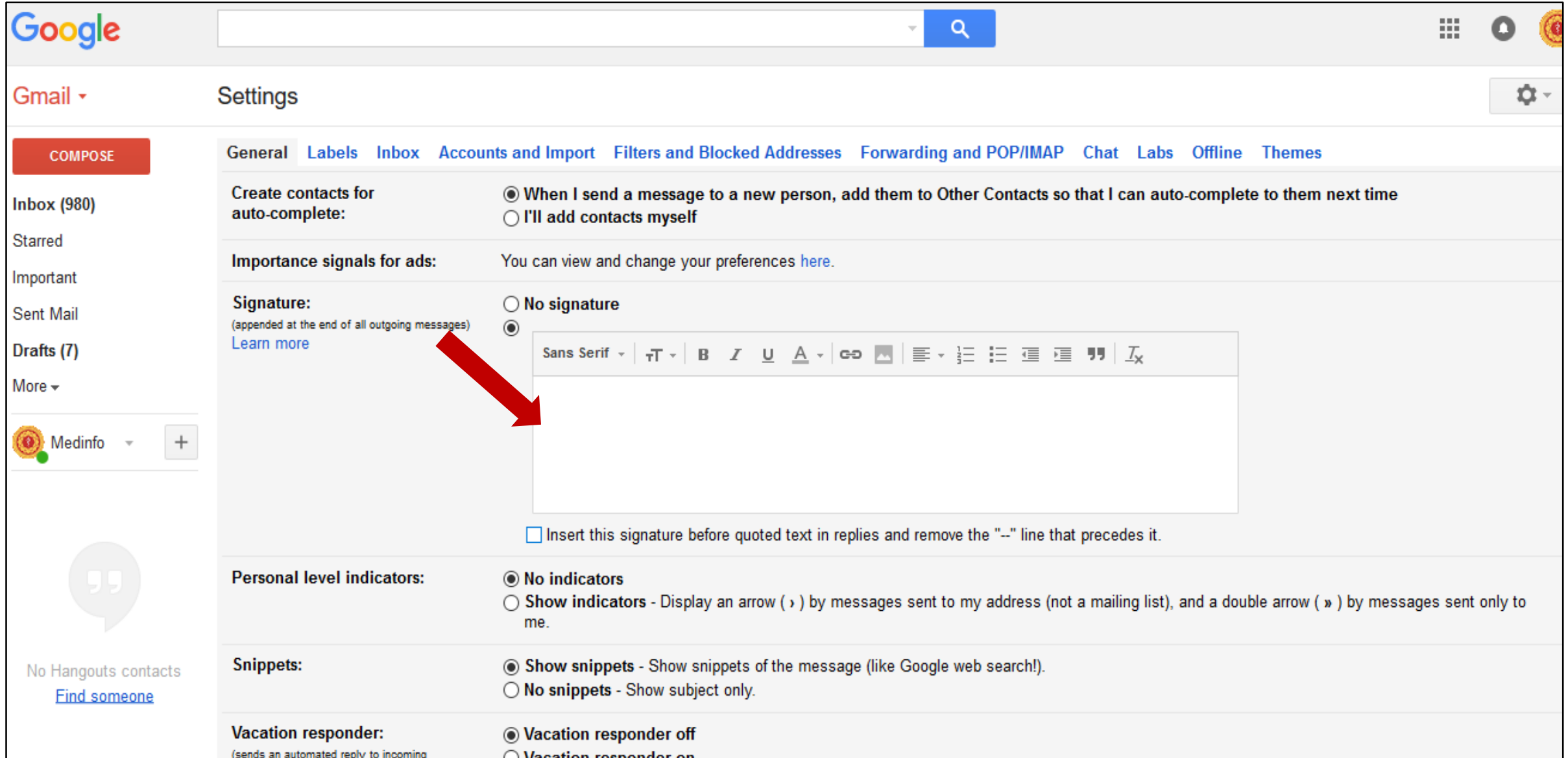
Sender	Subject	Date
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon May 29, 2017 (Weekly ...	
Google Calendar	Notification: Check UPS @ Mon May 29, 2017 (Weekly tasks at CC) - more details » Check UPS Thi	
Dropbox	Dileepa made changes in your shared folders - Here's what happened in your shared folders last we	
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon May 22, 2017 (Weekly ...	
Google Calendar	Notification: Check UPS @ Mon May 22, 2017 (Weekly tasks at CC) - more details » Check UPS Thi	
Google Calendar	Notification: Check UPS @ Mon May 15, 2017 (Weekly tasks at CC) - more details » Check UPS Thi	
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon May 15, 2017 (Weekly ...	
Moodle Security Alerts	Moodle 3.2.3, 3.1.6, 3.0.10 and 2.7.20 are now available - A Message for Registered Moodle Administrators This email is going	May 8
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon May 8, 2017 (Weekly t...	May 8
Google Calendar	Notification: Check UPS @ Mon May 8, 2017 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that t	May 8
stunpattu	Sanjeewa Tunpattu has shared a document on Google Docs with you - Sanjeewa Tunpattu has invited you to view the followi	May 4
Google Calendar	Notification: Monthly Domain and DHCP backups @ Mon May 1, 2017 (Monthly tasks) - more details » Monthly Domain and I	May 1
Google Calendar	Notification: Taking backups of switches @ Mon May 1, 2017 (Monthly tasks) - more details » Taking backups of switches Thi	May 1

3. Go down to the signature section



The screenshot shows the Gmail Settings page for a user named 'Medinfo'. The left sidebar contains navigation options like 'COMPOSE', 'Inbox (978)', 'Starred', 'Important', 'Sent Mail', 'Drafts (7)', and 'More'. 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 selected, showing settings for 'Language' (English (US)), 'Phone numbers' (Sri Lanka), 'Maximum page size' (50 conversations per page, 250 contacts per page), 'Images' (Always display external images), 'Undo Send' (disabled, 10 seconds), 'Default reply behavior' (Reply), 'Default text style' (Sans Serif), 'Conversation View' (Conversation view on), and 'Send and Archive' (Hide "Send & Archive" button in reply). A red arrow points downwards on the right side of the settings area, with the text 'Scroll Down' written in red below it.

4. Click on Signature Box



The screenshot shows the Gmail Settings page for a user named Medinfo. The 'Signature' section is highlighted, showing options for 'No signature' (selected) and a rich text editor for creating a signature. A red arrow points to the signature text area. Below the signature area, there is a checkbox for 'Insert this signature before quoted text in replies and remove the "--" line that precedes it.' Other settings visible include 'Create contacts for auto-complete', 'Importance signals for ads', 'Personal level indicators', 'Snippets', and 'Vacation responder'.

Google Gmail Settings

COMPOSE

Inbox (980)
Starred
Important
Sent Mail
Drafts (7)
More ▾

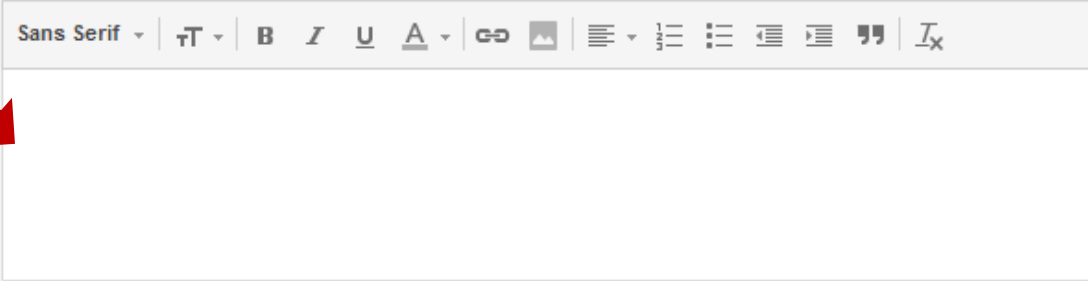
Medinfo +

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

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 only to me.

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

Vacation responder:
 Vacation responder off
 Vacation responder on

5. Type name signature (Optional)

The image shows the Gmail Settings interface. On the left is a sidebar with navigation options: COMPOSE, Inbox (980), Starred, Important, Sent Mail, Drafts (7), and More. Below these is a profile card for 'Medinfo' with a plus sign to add more. The main 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 selected. Under 'General', there are sections for 'Create contacts for auto-complete', 'Importance signals for ads', 'Signature', 'Personal level indicators', 'Snippets', and 'Vacation responder'. The 'Signature' section is the focus, showing two radio button options: 'No signature' and 'When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time'. The second option is selected. Below this is a rich text editor with a toolbar and a text area containing a sample signature: 'Name(optional), Qualification(optional), Faculty of Medicine, University of Kelaniya (Optional), Thalagolla Road, Ragama. (Optional), Sri Lanka (Optional)'. There is also a checkbox for 'Insert this signature before quoted text in replies and remove the "--" line that precedes it.' which is currently unchecked.

Gmail Settings

COMPOSE

Inbox (980)

Starred

Important

Sent Mail

Drafts (7)

More

Medinfo +

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

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 message me.

Snippets:

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

Vacation responder:

- Vacation responder off
- Vacation responder on

6. Press enter after the name signature

Settings

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

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

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

Name(Optional)
Qualification(Optional)
Faculty of medicine,University of Kelaniya(Optional)
Thalagolla Road,Ragama(Optional)
Sri Lanka

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.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

Vacation responder off

Vacation responder on

First day: Last day:

Subject:

Message:

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

Press Enter to insert a new line

7. Click image icon to add email footer image

Settings ⚙️

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

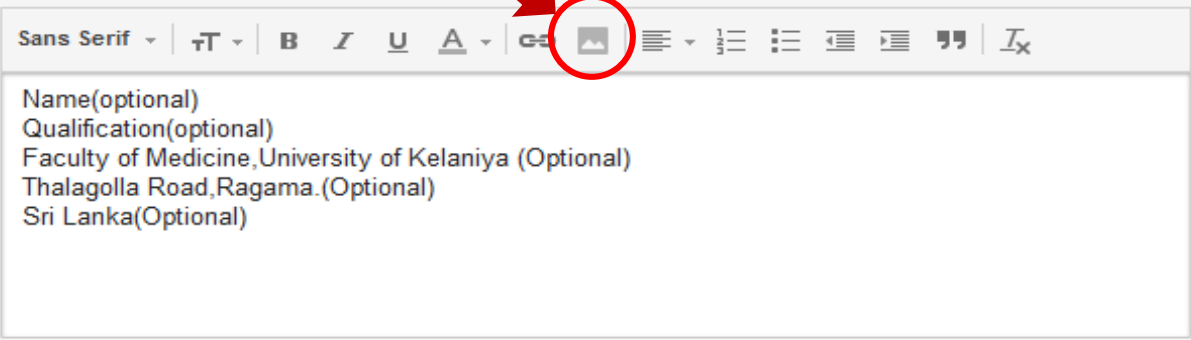
Create contacts for auto-complete:

- 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



Name(optional)
Qualification(optional)
Faculty of Medicine,University of Kelaniya (Optional)
Thalagolla Road,Ragama.(Optional)
Sri Lanka(Optional)

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:

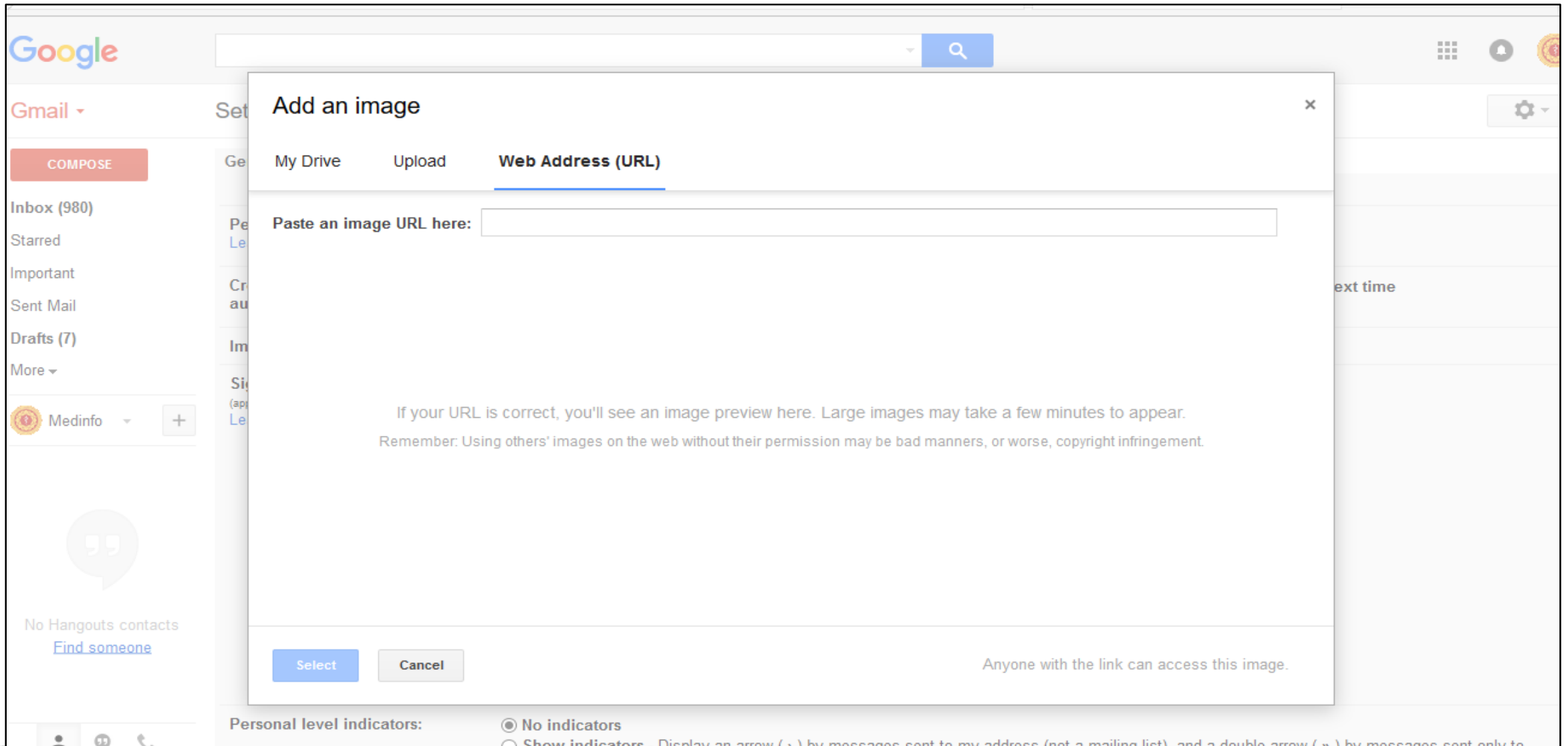
- Show snippets - Show snippets of the message (like Google web search!).
- No snippets - Show subject only.

Vacation responder:
(sends an automated reply to incoming)

- Vacation responder off
- Vacation responder on

8. Add an image window will appear

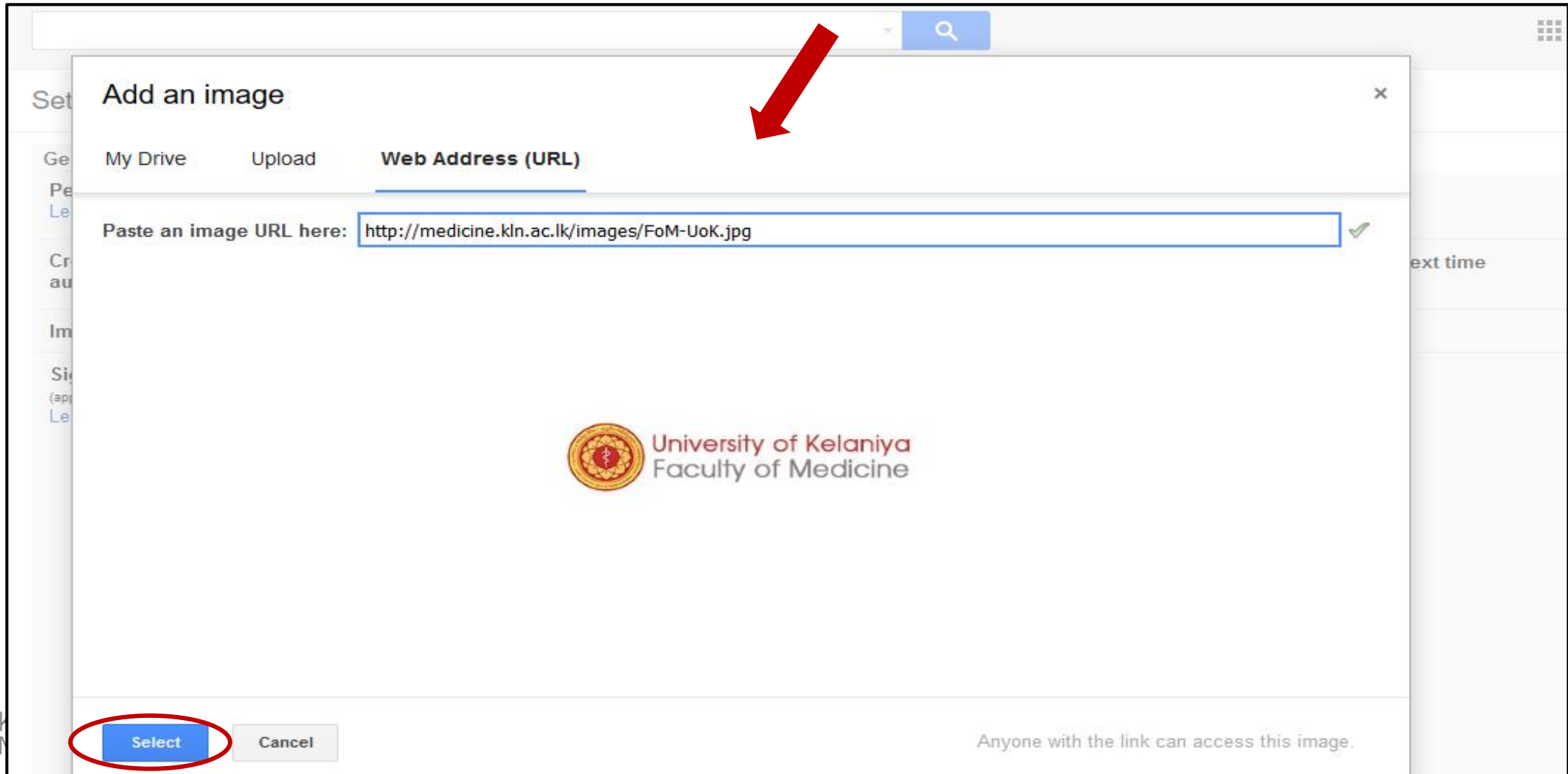
9. Select web Address(URL) tab



10. Right click on below web address & copy link address

<http://medicine.kln.ac.lk/images/FoM-UoK.jpg>

11. Paste web address in the Image URL cage



Email footer will appear as below

Settings

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


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

Sans Serif | T | B | I | U | A | G | I | L | R | Q | X

Name(Optional)
Qualification(Optional)
Faculty of medicine,University of Kelaniya(Optional)
Thalagolla Road,Ragama(Optional)
Sri Lanka

 University of Kelaniya
Faculty of Medicine

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.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)


Vacation responder off

Vacation responder on

First day: Last day: (optional)

Subject:

11. Go Down and Click on Save Changes

Settings 









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

messages, this automated reply will be sent at most once every 4 days) [Learn more](#)

First day: June 2, 2017 **Last day:** (optional)

Subject:

Message:

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

« Plain Text

Only send a response to people in my Contacts

Save Changes Cancel

0.57 GB (3%) of 15 GB used [Manage](#) [Terms](#) - [Privacy](#) Last account activity: 46 minutes ago [Details](#)

To Remove Signature

Settings

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

People Widget:

[Learn more](#)

- Show the people widget - Display information about participants to the right of each conversation
 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



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

Name(Optional)
Qualification(Optional)
Faculty of medicine,University of Kelaniya(Optional)
Thalagolla Road,Ragama(Optional)
Sri Lanka

 University of Kelaniya
Faculty of Medicine

Small - Medium - Large - Original size - [Remove](#)

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

THANK YOU