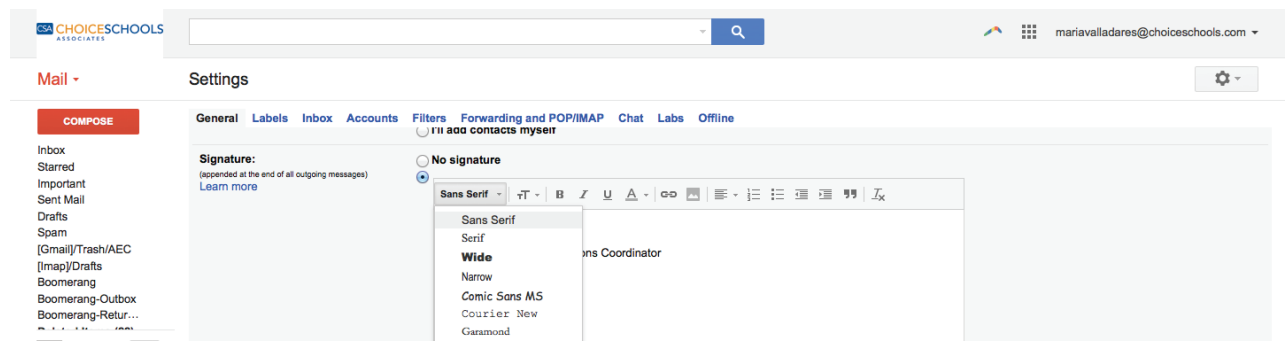


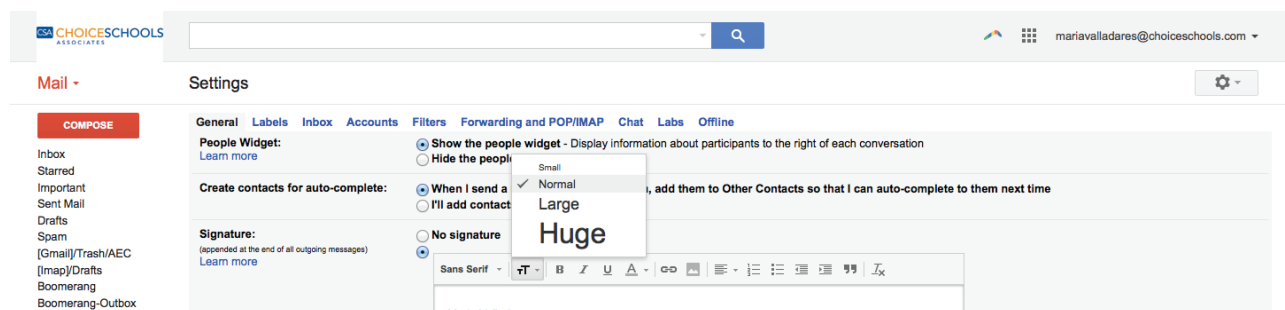
Email Signature - Gmail

Follow these steps to setup your email signature.

1. Log in to your email.
2. Click on the SETTINGS button and select SETTINGS.
3. Open the HTML signature file in your web browser. Copy and paste this into the text box. Customize your information.
4. Highlight all text, and select ' Sans Serif' as the font. Also, please make sure your font color is black .



5. Highlight all text above (and including) the address, and make sure the font size is 'Normal' . Make the disclaimer font size 'Small' , and also italicize it.



6. To get your signature to appear immediately after your reply instead of at the bottom of your message, check the box underneath where your signature text is entered that says "Insert this signature before quoted text in replies and remove the "--" line that precedes it."

