

ZPSD Email Signature

This is from a Central Office handout that was given to new ZPSD employees at a previous all staff meeting.

Zuni Public School District Email Signature

Each employee is assigned an email account through the Zuni Public School District and each employee's signature should reflect the correct district information as follows:

"Connect, Educate, Inspire"

First Name Last Name, Position

School Site or Department Name

Zuni Public School District

P.O. Drawer A

Zuni, New Mexico 87327

(School Site Phone Number)

..... Follow the instructions below to set up your signature.....

Replace the generic items with your own information. After you have all your information, login to your ZPSD email account. Click on the "**wheel**" located to the left of the ZPSD logo and Select, **Settings**. Scroll down the Settings page to the **Signature** section and click inside the box. Enter your information.

Click on the button below the **No signature** button. Your signature will now be included on every new email that you "Compose" and it will also be included on every "reply".

You can check out the signatures from email that you receive and make changes to your signature until you are satisfied with it.

FYI, **Copy** and **Paste** does not work well. ***The spacing in Gmail will not be the same as the spacing on this Word document. There is more space between the lines. I haven't figured out how to correct that.*** If you figure it out, please let me know how to fix it.

Scroll down to the bottom of the page and Click on "Save Changes" and click on **Inbox** to get back to your emails.