**E-signature Instructions**

**Add or change a signature**

1. Open [**Gmail**](https://mail.google.com/)**.**
2. In the top right, click Settings   **Settings.**
3. In the "Signature" section, **copy and paste the signature text** that’s laid out below. Ensure the text style is set to “Tahoma.”
4. To add the Boise Schools and Everything’s Possible **logo**, click the
image button and insert the image you can save or copy from at this link:
<http://everythingspossible.boiseschools.org/wp-content/uploads/2019/01/everythings_possible_logo.png>
5. At the bottom of the page, click **Save Changes**.

------------------------------COPY AND PASTE BELOW THIS LINE--------------------------------

[First and Last Name]

[Grade] Teacher/Position

[School] | Boise School District



[www.boiseschools.org/everythingspossible](http://www.boiseschools.org/everythingspossible)

[Facebook](%40EverythingsPossibleBoiseSchools) | [Instagram](https://www.instagram.com/everythingspossiblebsd/?hl=en)

------------------------------COPY AND PASTE ABOVE THIS LINE--------------------------------

Example:

