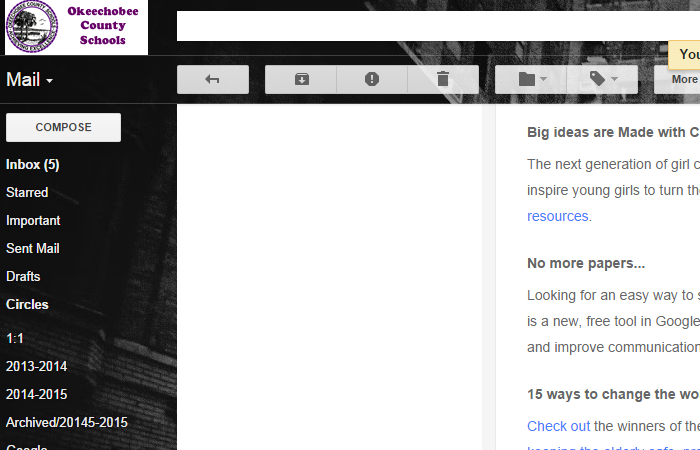
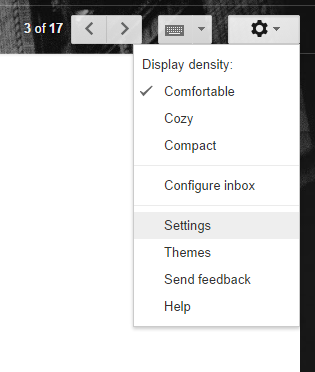
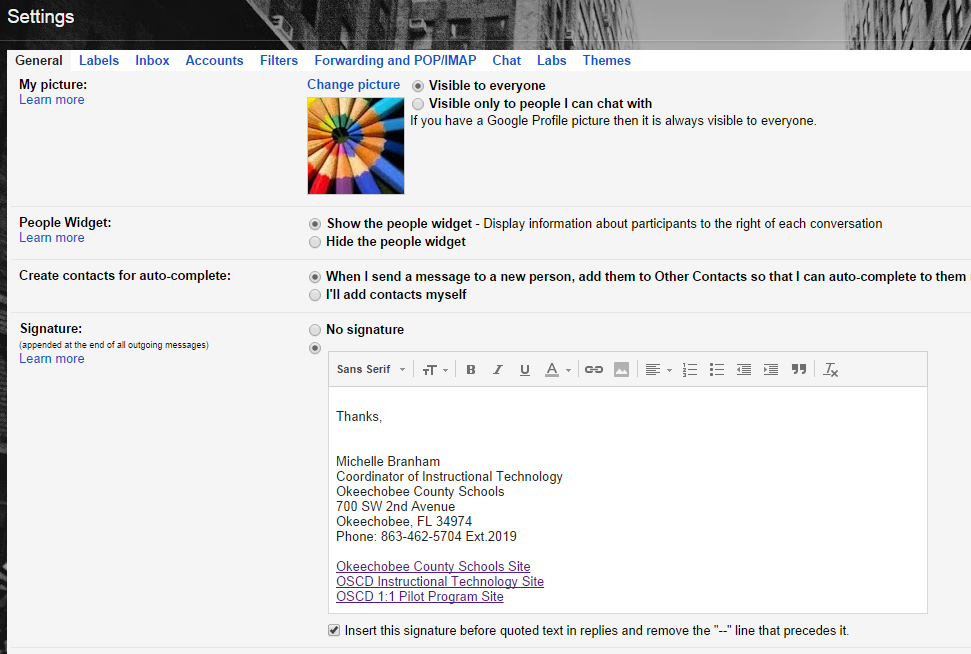
Step 1: Open your District Gmail Account.



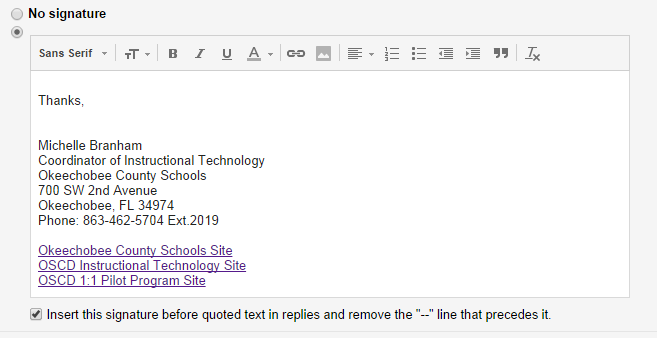
Step 2: Open the Setting Menu and select Settings.



Step 3: Under General, scroll down until you find the signature section.



Step 4: Type your "Signature" in the text box.  Signatures should include your name, school, grade level taught, and/or other information.



Step 5: Save your changes at the bottom of the page.

