



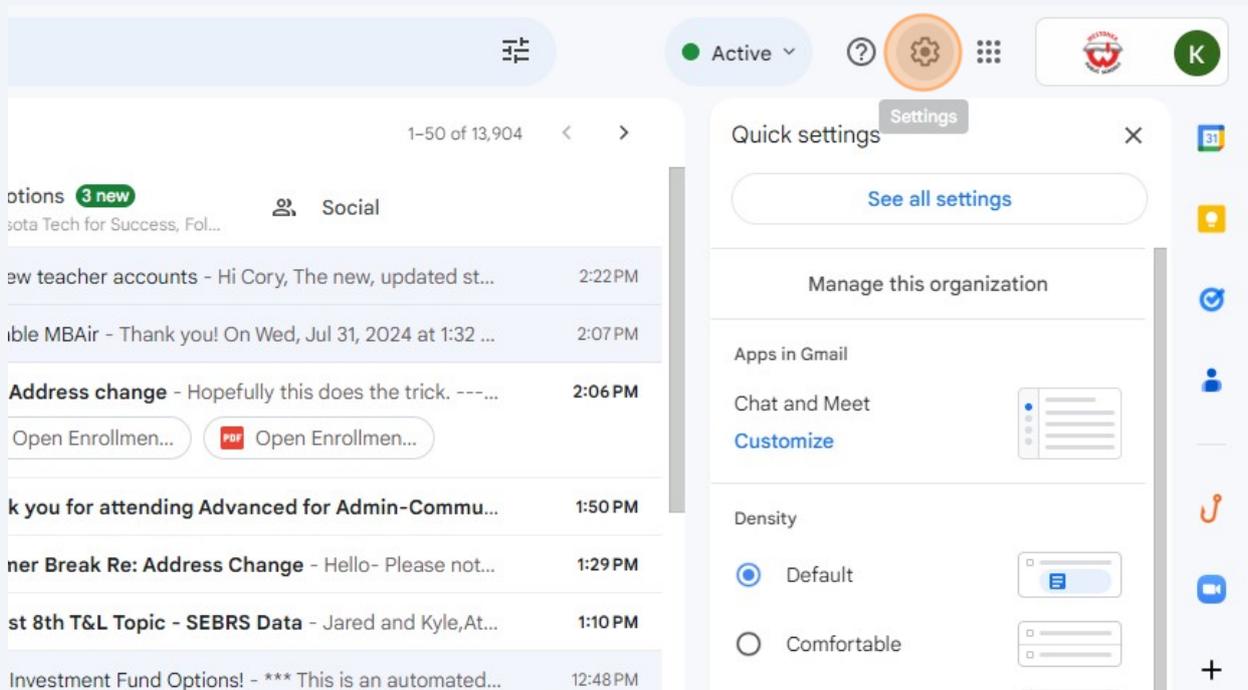
Westonka

PUBLIC SCHOOLS

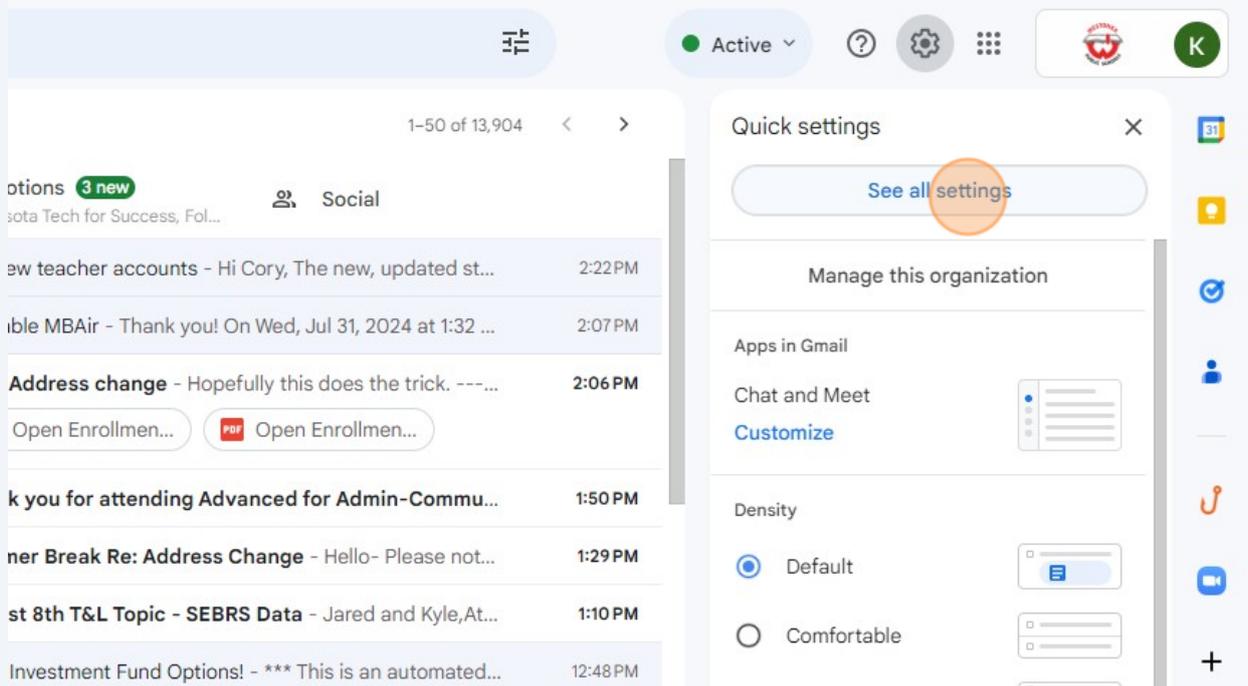
Updating Email Signature in Google

1 Navigate to Google and open Gmail

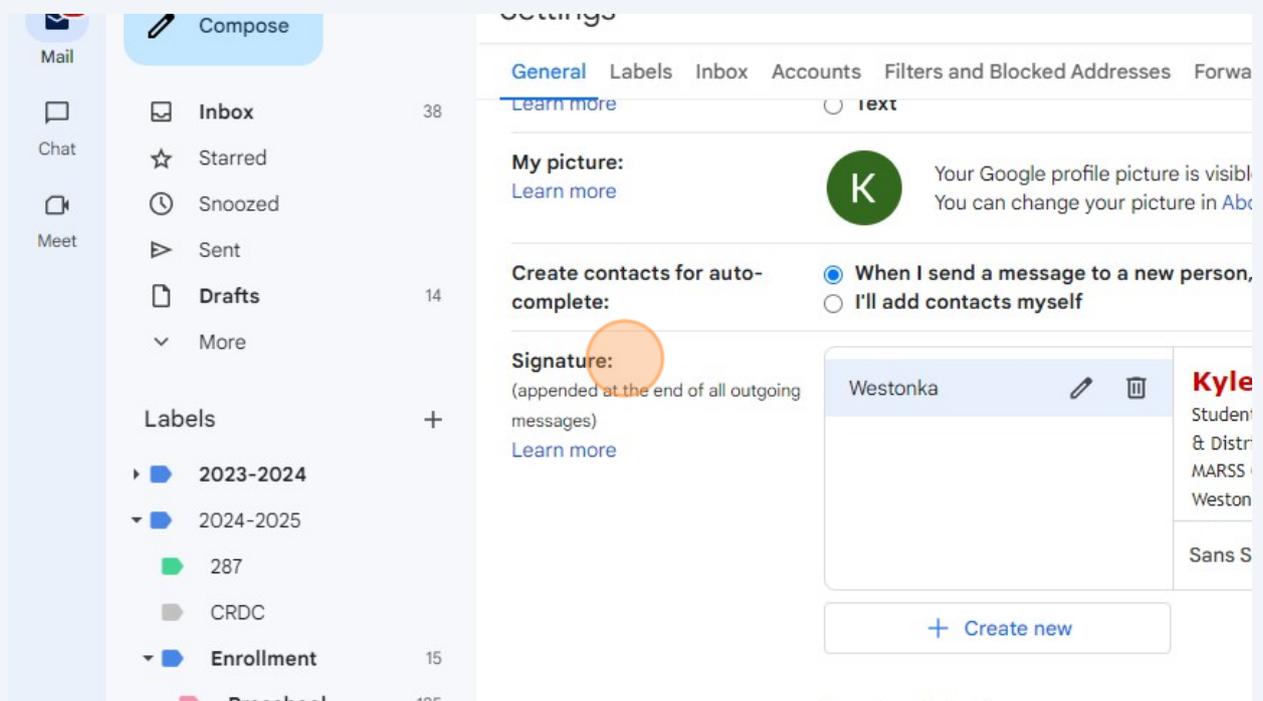
2 Click "Settings"



3 Click "See all settings"



4 Under "General" scroll to "Signature"



5

Click "Create new" if a signature hasn't been created. If you have created one already, you can update the one previously made.

complete: I'll add contacts myself

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

Westonka

Kyle Hoogeveen
Student Management Systems Coordinator
& District Support Specialist
MARSS Coordinator
Westonka Public Schools

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

[+ Create new](#)

Signature defaults

EMAIL ADDRESS
hoogeveenk1@277apps.org

FOR NEW EMAILS USE ON REPLY/FORWARD USE
Westonka Westonka

Insert signature before quoted text in replies and remove the "--" line that precede

6

Enter in a name for the signature field and click "Create"

my picture. Your Google profile picture is visible across Google services. You can change your picture in [About me](#).

14 Create contacts for auto-complete: When I send a message to a new person, add them to Other Contacts so that I'll add contacts myself

Signature: (appended at the end of all outgoing messages) [Learn more](#)

Name new signature

Signature name 0 / 320

Cancel [Create](#)

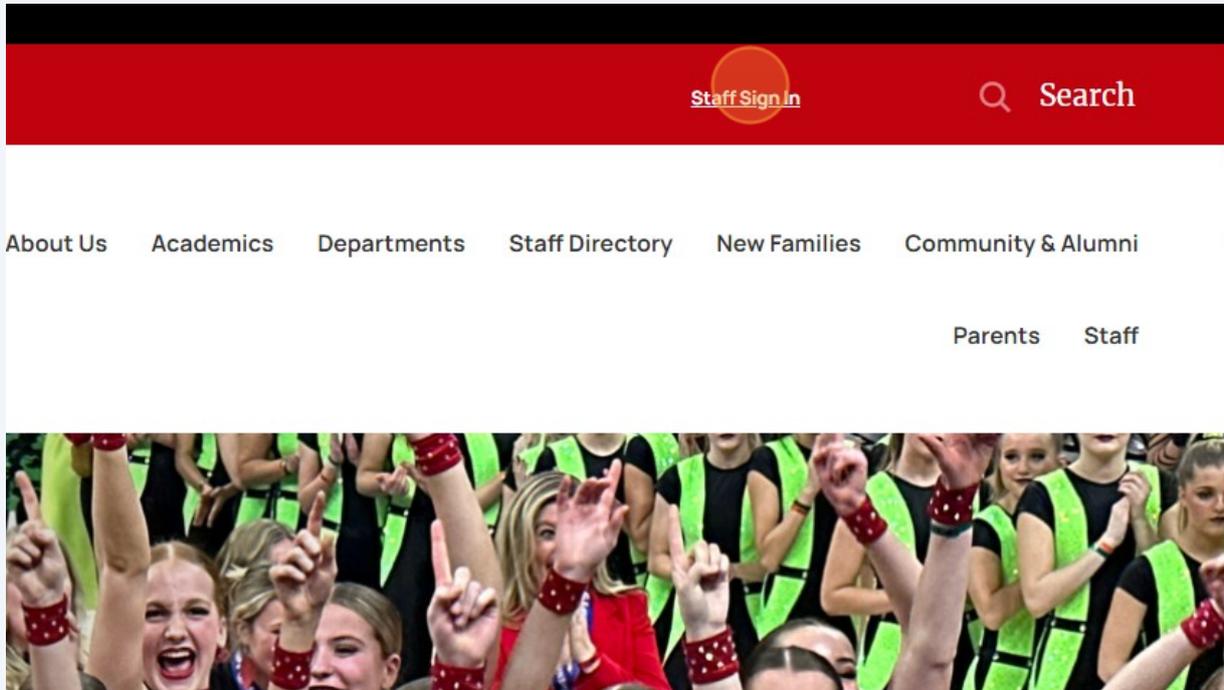
Signature defaults

EMAIL ADDRESS
hoogeveenk1@277apps.org

FOR NEW EMAILS USE ON REPLY/FORWARD USE

7 Navigate to <https://www.westonka.k12.mn.us/>

8 Click "Staff Sign In"



9 Enter in your Username and Password

Enter your user name and password to sign in

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and i

* User Name:

* Password:

Sign In

Forgot My Password

10 Click "Staff"

The screenshot shows a website navigation menu. At the top, there is a red header bar with "Staff Sign In" and a search icon labeled "Search". Below the header, a horizontal navigation bar contains the following links: "About Us", "Academics", "Departments", "Staff Directory", "New Families", and "Community & Alumni". On the right side of this bar, there are two dropdown menus: "Parents" and "Staff". The "Staff" dropdown menu is open, showing a red background with the following links: "Human Resources for Staff", "Technology Resources", "Continuing Education", "Copy Center", and "Staff Awards". The "Staff" link in the dropdown menu is highlighted with a red circle.

11 Click "Brand Guidelines"

Human Resources for Staff

- Human Resources for Staff
- Brand Guidelines**
- 403(b) Tax-Sheltered Annuities Information
- Collective Bargaining Agreements
- Compliance Posters
- Employee Assistance Program EAP

HR Announcements

View your Pay Stubs (Advice of De

Westonka Public Schools will no longer provide a paper pay stub (pay stub) to contractual employees (Administrative, EOE, SSE, Custodial and Food Service employees).

You will be able to view and/or download this information through Skyward's Employee Access (ERMA) portal. This new system efficiency in processing payroll, will reduce errors and prevent delays through the mail and will allow you to access information when needed.

How to View Your Pay Stub:

1. In the Quick Links box on the right, click on "View Your Pay Stub".
2. You will find your payroll records under "My Pay Stubs".

12 Scroll down and find Email Signatures. There are two templates that are available to be used. Find your building and copy and paste the email signature from there.

Small School Advantages. Big School Opportunities.

Copy & Paste Email Signatures

Westonka Public Schools

Community Education

Hilltop Primary School

Shirley Hills Primary School

Grandview Middle School

Mound Westonka High School

13

Highlight starting at "Name" down to "[Other Optional Links]*" and copy

Copy & Paste Email Signature

Westonka Public Schools

* indicates optional additions to email signature. Delete if the line is not needed

Name
pronouns*
Title
Location
P: (XXX) XXX-XXXX
C: (XXX) XXX-XXXX*
name@westonka.k12.mn.us



www.westonka.k12.mn.us

14

Remove any email signature that was previously entered and paste the new email signature.

A screenshot of an email client's settings page, specifically the signature editor. The page has a light gray header with navigation tabs: "Labels", "Inbox", "Accounts", "Filters and Blocked Addresses", "Forwarding and POP/IMAP", "Add-ons", "Chat and Meet", "Advanced", and "Offline". Below the header, there are several sections. The first section is titled "Text" and has a radio button selected. The second section is titled "Your Google profile picture is visible across Google services." and has a green circular icon with a white letter "K". The third section is titled "Contacts for auto-" and has two radio buttons: "When I send a message to a new person, add them to Other Contacts so that I can auto-complete to the" (selected) and "I'll add contacts myself". The fourth section is titled "Signature defaults" and shows a list of signatures. The first signature is "Westonka" and is selected. To the right of the signature list is a text editor with a toolbar. The text editor contains the following text: "Name", "pronouns*", "Title", "Location", "P: (XXX) XXX-XXXX". The toolbar includes options for font face (Sans Serif), font size (14), bold (B), italic (I), underline (U), text color (A), link (G), image (img), bulleted list, numbered list, and a dropdown arrow. Below the text editor is a button that says "+ Create new".



Anything with an asterisk are optional and is not required (pronouns, cell phone, optional links)

15

Type in your name, position, title, location, phone number, and email. Please do not make any formatting changes.

The screenshot shows the Gmail signature settings interface. At the top, there are navigation tabs: 'Labels', 'Inbox', 'Accounts', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat and Meet', and 'Advanced'. Below these is a 'Text' tab. The main content area is divided into sections. The first section is for the profile picture, showing a green circle with the letter 'K' and a note: 'Your Google profile picture is visible across Google services. You can change your picture in [About me](#).' The second section is for contact auto-completion, with two radio buttons: 'When I send a message to a new person, add them to Other Contacts so that I can auto-complete' (which is selected) and 'I'll add contacts myself'. The third section is for the signature card, showing a preview of a contact card for 'Kyle Hoogeveen'. The card includes the name, title 'Student Management Systems Coordinator', organization 'Westonka Public Schools', phone number 'P: (952) 491-8024', and email 'hoogeveen1@westonka.k12.mn.us'. Below the card is a '+ Create new' button. At the bottom, there is a 'Signature defaults' section.

16

Confirm Signature Defaults are set to "@westonka.k12.mn.us" and that your email signature for new emails and reply/forward lists the newly created signature.

Learn more

Westonka Put
P: (952) 491-8

Sans Serif

+ Create new

Signature defaults

EMAIL ADDRESS

hoogeveenk1@westonka.k12.mn.us

FOR NEW EMAILS USE ON REPLY/FORWARD USE

Westonka Westonka

Insert signature before quoted text in replies and r

Personal level indicators:

No indicators

Show indicators - Display an arrow (>) by messe sent only to me.

Snippets:

Show snippets - Show snippets of the message (

No snippets - Show subject only

17

Click "Save Changes". Create a new email and confirm that your email signature is appearing properly.

(once every 4 days)

Subject: Out of Office

Message:

[Rich formatting »](#)

Hello,

Thank you for your email. I am currently out of the office and will be returning on July 8th.

Thanks,
Kyle

Only send a response to people in my Contacts

Only send a response to people in Westonka Public Schools

Save Changes Cancel

Program Policies Powered by Google

Last account