Update Your E-Signature

Please follow these quick steps to update your MICDS email signature:

- Download/click on this MICDS Email Signature html file
- Open the file in your internet browser
- Copy the entire signature from your browser
- Open your gmail, click the toggle icon on the right-hand side and select "Settings"
- Scroll down to "Signature"
- Delete your old signature
- Paste the new signature into this window
- Update your name, email and contact numbers. *Be sure to update the email hyperlink, otherwise the link will not work.
- If you do not want to include cell and/or fax numbers, delete those sections
- Scroll down to the very bottom on the page and hit "Save"

* To update your email hyperlink, click on your email address and a small window should appear that says "Change | Remove". Select "Change" and type in the correct email address. Click "Ok".