# Instructions for adding logo to email signature

1. The Athena Swan logo is available from the Communications and Marketing webpage. Download the Logo to your computer.
2. In your email, click on the cog icon on the top right hand corner of the screen and then select Settings.



1. Scroll down to Signature. If No Signature is selected than select the button below this to turn signature on. Enter the text details that you would like to appear.



1. To add the image select the area you want the image to appear (eg above / below signature) and then press the **“Insert Image”** button.



1. Drag and drop the image or select and insert from your computer



1. The logo should appear in the signature window.



1. Scroll down to the bottom on the Settings window and **click save**.