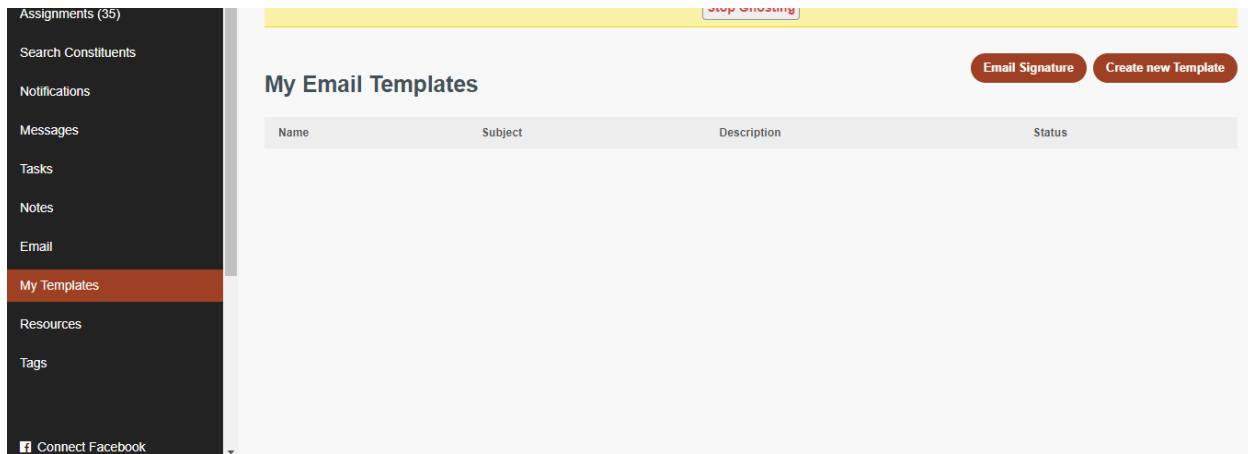


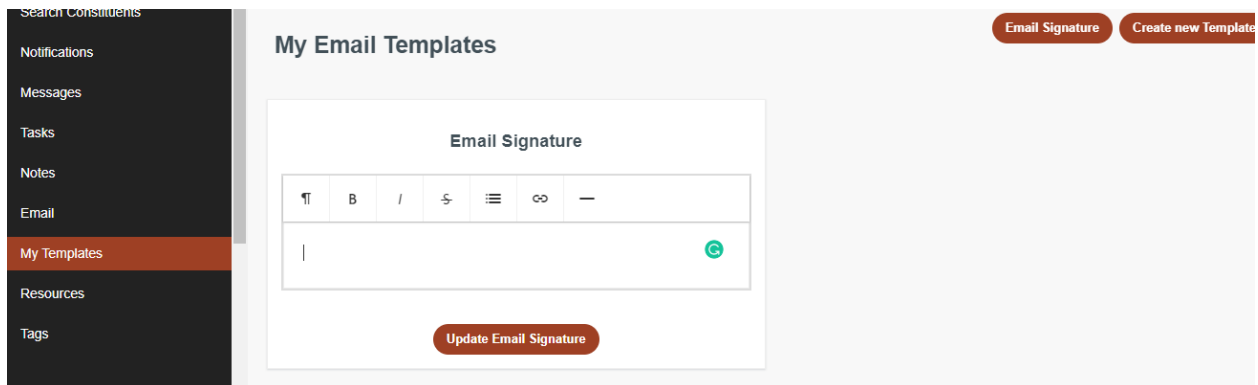
# Creating a signature in GiveCampus

To make your signature, follow these steps:

- 1) Log into your GiveCampus account
- 2) Click on My Templates on the lower left hand side of your screen



- 3) Click on the Email Signature box in the upper right hand of your screen



- 4) Type your signature (suggest something similar to below)

Ivy Chang '01  
20th Reunion Committee  
email@address.com

- 5) Click Update Email signature