# How to Add a CWF Logo in Gmail

You can add an image to a single email or add an image as an attachment on every email you send.

1. Download the Clean Water Future Logo.

2. To attach the **Clean Water Future** logo to a single email:

- Open Gmail and click Compose
- Click the picture icon at the bottom.



- You'll see a box pop up with tabs for all the ways you can add photos. You can add photos from Google+, your computer, or the web.
-  Chose web and paste in:
  http://www.cleanwaterfuture.com/resources/logos/CWF-Logo-150.png

You can also drag and drop images from your computer into your email or copy and paste them.

How you attach an image depends on where you drop it. If you place it in the body box, it will be added inline. Drop it at the bottom, above the text "Drop to attach," it will be included as a separate attachment.

To resize an image, just click on a corner of the image and drag.

2. To attach the **Clean Water Future** logo to every email, you add it to your signature (if you use one) or use instead of a signature.

- In Gmail click or right-click the **Settings** wheel in the upper right area corner.
  - Choose **Settings** from the drop-down menu.
- Be sure you are on the General tab at the top.
- Toward the bottom, locate the Signature box.
  - If you do not use a pre-set signature, click the square above for Picture and select "Web Address (URL) from the top bar
  - Paste: http://www.cleanwaterfuture.com/resources/logos/CWF-Logo-150.png
  - You can then add any other text or formatting for your signature.
  - Scroll to the bottom of the page, and click on "Save Changes." All new messages you send out, should now have the Clean Water Future Logo.