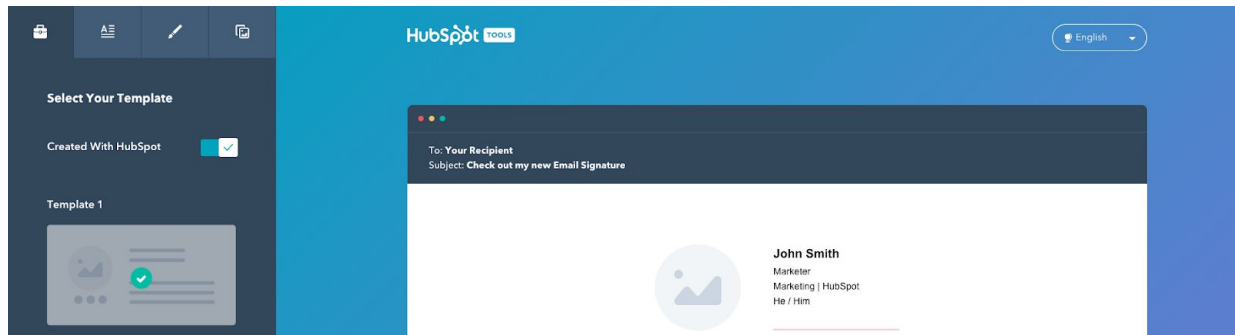
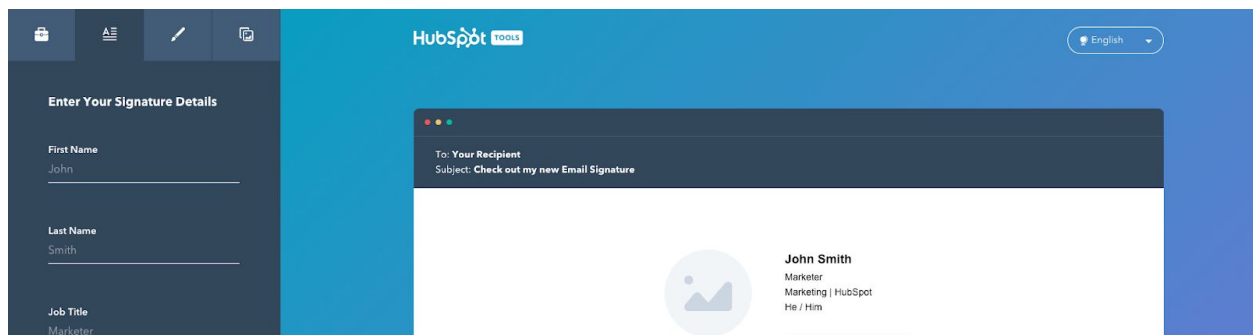


1. Using a Google Chrome web browser, go to the free HubSpot email signature generator at: <https://www.hubspot.com/email-signature-generator>
2. Toggle off “Created with Hubspot”
3. Choose template #3.



4. Fill in personal information



5. Use social links for Hocking College only, **do not fill in with personal social media accounts** (Exception for LinkedIn, you may include your personal account here):
 - a. LinkedIn: <https://www.linkedin.com/school/hocking-college/>
 - b. Facebook: <https://www.facebook.com/HockingCollege.Ohio/>
 - c. Twitter: <https://twitter.com/HockingCollege>
 - d. Instagram: <https://www.instagram.com/hockingcollege/>
6. Paste these codes into the dialog boxes under the “Stylize your signature” tab:
 - a. Theme Color: FCA311
 - b. Text Color: 000000
 - c. Link Color: 0084C9
7. Set font to Lucida Sans Unicode size medium.

8. Paste this link into the “Company Logo” dialog box:
<https://drive.google.com/uc?id=12wYGO90TyhZlluWwb2xob0kG5rMUY3c7>
9. Preferred pronouns are optional but we highly recommend using this opportunity to share yours if you wish to.
10. Under the Create a Custom CTA (call-to-action) section on the last tab, you can create a button prompting students to “Apply Now” at apply.hocking.edu. The CTA Color should be #009E49.

Questions? [Check out our step-by-step video tutorial here.](#) **Still have questions?** Contact Breanna Horn in the Marketing Office at hornb@hocking.edu.