



How to Add Your PTHV-Trained Educator Signature

Congratulations on completing your Parent Teacher Home Visits training! You're now ready to proudly display your PTHV-Trained Educator signature. Don't worry – this process is easier than you might think, and we'll walk you through it step by step.

Before You Begin

What You'll Need:

- The image URL: [<https://bit.ly/pthv-email-sig>]
- About 5-10 minutes
- Your email account login information

Important Note: These instructions work for most email systems. If you run into any issues, don't hesitate to reach out to your school's IT support or contact us – we're here to help!

Download the Badge

- Save the image file: PTHV-Trained Educator Badge (right-click and "Save As" or download from our website).
- Store it in a place you'll remember (e.g., Desktop, Pictures, Downloads).



Gmail Instructions

Step 1: Open Gmail Settings

- Open Gmail and click the gear icon in the top right corner
- Select “See all settings” from the dropdown menu
- Click on the “General” tab if it’s not already selected

Step 2: Create Your Signature

- Scroll down to the “Signature” section
- Click “Create new” if you don’t have a signature, or edit your existing one
- In the text box, type your name and contact information as usual

Step 3: Add the PTHV Image

- Click the image icon in the signature toolbar (looks like a mountain/photo)
- Select “Web Address (URL)”
- Paste the PTHV signature image URL: [<https://pthvp.org/wp-content/uploads/2021/02/PTHV-WEEK-EMAIL-SIGNATURE-download.png>]
- Click “Select” then “Insert”
- The image should appear in your signature box

Step 4: Save and Test

- Scroll to the bottom and click “Save Changes”
- Compose a test email to yourself to see how it looks
- You’re done! Every new email will now include your PTHV signature

Outlook (Office 365/Web) Instructions

Step 1: Access Settings

- Open Outlook and click the gear icon in the top right
- Search for “signature” in the search box
- Click on “Email signature”

Step 2: Create Your Signature

- Click “+ New signature”
- Give it a name like “PTHV Signature”
- Type your contact information in the text box

Step 3: Insert the Image

- Click the image icon in the toolbar
- Choose “Insert from web”
- Paste the PTHV image URL: [<https://pthvp.org/wp-content/uploads/2021/02/PTHV-WEEK-EMAIL-SIGNATURE-download.png>]
- Click “Insert”
- Adjust the image size if needed by clicking and dragging the corners

Step 4: Apply and Save

- Choose which emails to apply this signature to (new messages, replies, etc.)
 - Click “Save”
 - Send yourself a test email to check how it looks
-

Apple Mail Instructions

Step 1: Open Mail Preferences

- Open Apple Mail
- Go to Mail menu > Preferences (or Mail > Settings on newer versions)
- Click the “Signatures” tab

Step 2: Create the Signature

- Select your email account from the left column
- Click the “+” button to create a new signature
- Type your contact information

Step 3: Add the PTHV Image

- Open a web browser and navigate to the PTHV image URL
- Right-click the image and select “Copy Image”
- Return to Mail preferences
- Click in your signature text box where you want the image
- Press Command+V to paste the image

Step 4: Finish Setup

- Close the preferences window (it saves automatically)
 - Your new signature is ready to use!
-

Outlook Desktop (Windows) Instructions

Step 1: Open Signature Settings

- Open Outlook
- Go to File > Options
- Click “Mail” in the left sidebar
- Click “Signatures...” button

Step 2: Create New Signature

- Click “New” to create a signature
- Name it “PTHV Signature”
- Type your contact information in the text box

Step 3: Insert Image

- Click where you want the image in your signature
- Go to the “Insert” menu in the signature editor
- Click “Picture” > “From File” or “Online Pictures”
- If using “Online Pictures,” paste the PTHV image URL
- If using “From File,” you’ll need to save the image first

Step 4: Set as Default

- Choose your email account from the dropdown
 - Set this signature for “New messages” and “Replies/forwards” if desired
 - Click “OK” to save
-

Mobile Device Instructions

iPhone/iPad Mail

- Go to Settings > Mail
- Tap “Signature”
- Type your text information
- For the image: Copy the image from a web browser and paste it into the signature field

Android Gmail App

- Open Gmail app
 - Tap the menu (three lines) > Settings
 - Choose your account
 - Tap “Mobile Signature”
 - Note: The mobile app has limited image support – you may want to use text only or add the image from a desktop
-

Troubleshooting Tips

Image Not Showing Up?

- Check that you’re using the correct image URL
- Make sure you’re connected to the internet
- Try copying and pasting the image directly from a web browser

Image Too Large/Small?

- Most email systems let you resize by clicking and dragging corners
- The image should be readable but not overwhelming

Signature Not Appearing?

- Double-check that you’ve saved your settings
- Make sure you’ve selected the right email account
- Try closing and reopening your email program

Still Having Issues?

- Contact your school’s IT support team
 - Reach out to us at [news@pthvp.org]
 - Try setting up the signature on a different device or browser
-

Final Notes

Professional Tip: Your PTHV signature shows your commitment to family engagement. Use it proudly in professional communications with colleagues, families, and community partners.

Update Reminder: This signature celebrates your current PTHV training. Keep it updated with any additional certifications or role changes.

You’ve got this! Take it one step at a time, and don’t hesitate to ask for help if you need it. Thank you for being a PTHV-trained educator and for your commitment to authentic family engagement.