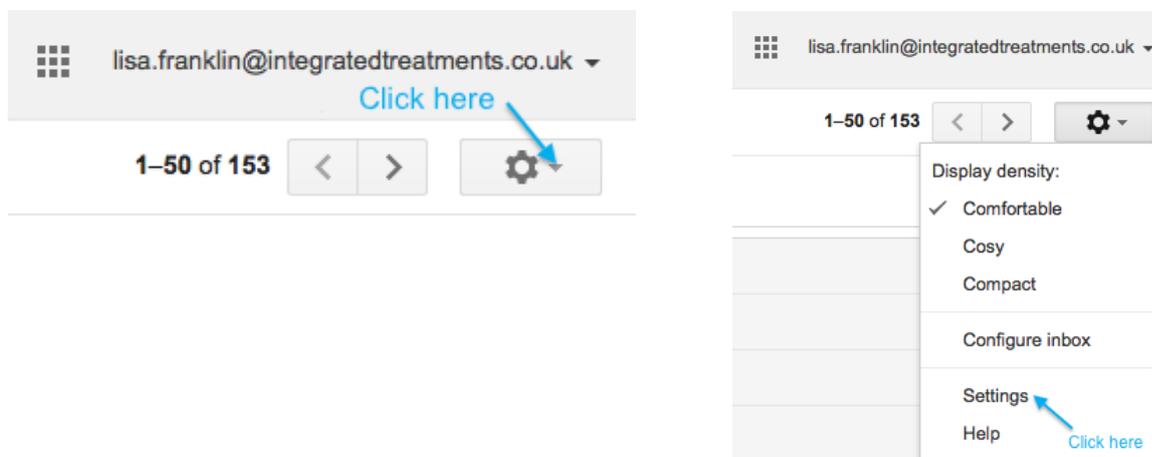


## Email Signature Setup

On your @integratedtreatments.co.uk email it is essential that you create a company signature

To add a signature, login to Google Mail and on the top right hand side click the settings button:



Scroll down until you see **Signature:**

**Signature:**  
(appended at the end of all outgoing messages)  
[Learn more](#)

No signature

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Warm Regards

Lisa Franklin  
Specialist Speech and Language Therapist  
Assistant Service Delivery Manager

M: +44 (0)7834 260 945      Integrated Treatment Services, Brooklyn House,  
T: +44 (0)845 838 2921      44 Brook Street, Shepshed, Leicestershire,  
LE12 9RG.

E: [lisa.franklin@integratedtreatments.co.uk](mailto:lisa.franklin@integratedtreatments.co.uk)  
W: [www.integratedtreatments.co.uk](http://www.integratedtreatments.co.uk)

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Client-centred Therapy

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## Please insert the following information:

Warm Regards

Therapist Name

Title

Initials e.g. BSc, MRCSLT

M: insert mobile number

T: [+ 44 \(0\)845 838 2921](tel:+4418458382921)

Integrated Treatment Services, Brooklyn House,  
44 Brook Street, Shepshed, Leicestershire LE12 9RG.

E: Your company email

W: [www.integratedtreatments.co.uk](http://www.integratedtreatments.co.uk)

Contact us to discuss how we can offer Speech and Language Therapy in your setting.



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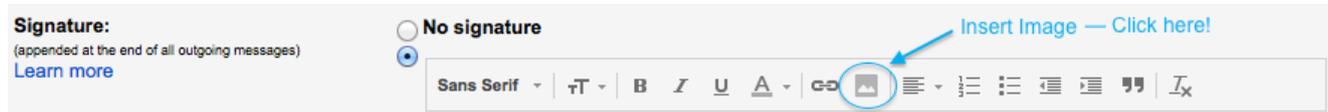
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## Adding Logos to your email signature

To add logos into your signature you need to click the image icon:

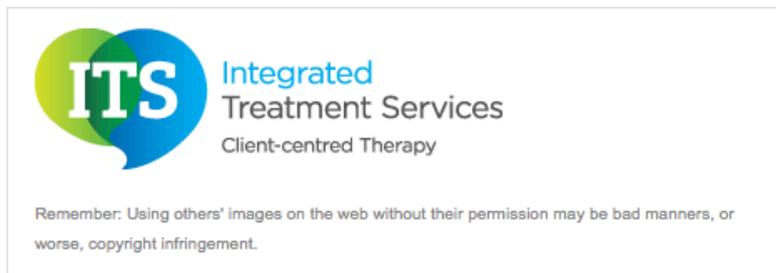


It will then ask you to insert the URL:

### Add an Image

Web address (URL)

Image URL



To add the ITS logo, insert the URL:

<http://www.integratedtreatments.co.uk/wp-content/themes/its/img/logo-header.png>

To add the RCSLT, insert the URL:

<http://givingvoiceuk.org/wp-content/uploads/2013/10/GivingVoicewebsitelogo2.jpg>