

How to Use Email Signature Template

14 Steps [View most recent version](#) 

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STEP 1

Navigate to your "Design Lab" page.

The link to this page will be provided by The Alchemy Collaborative for your organization.

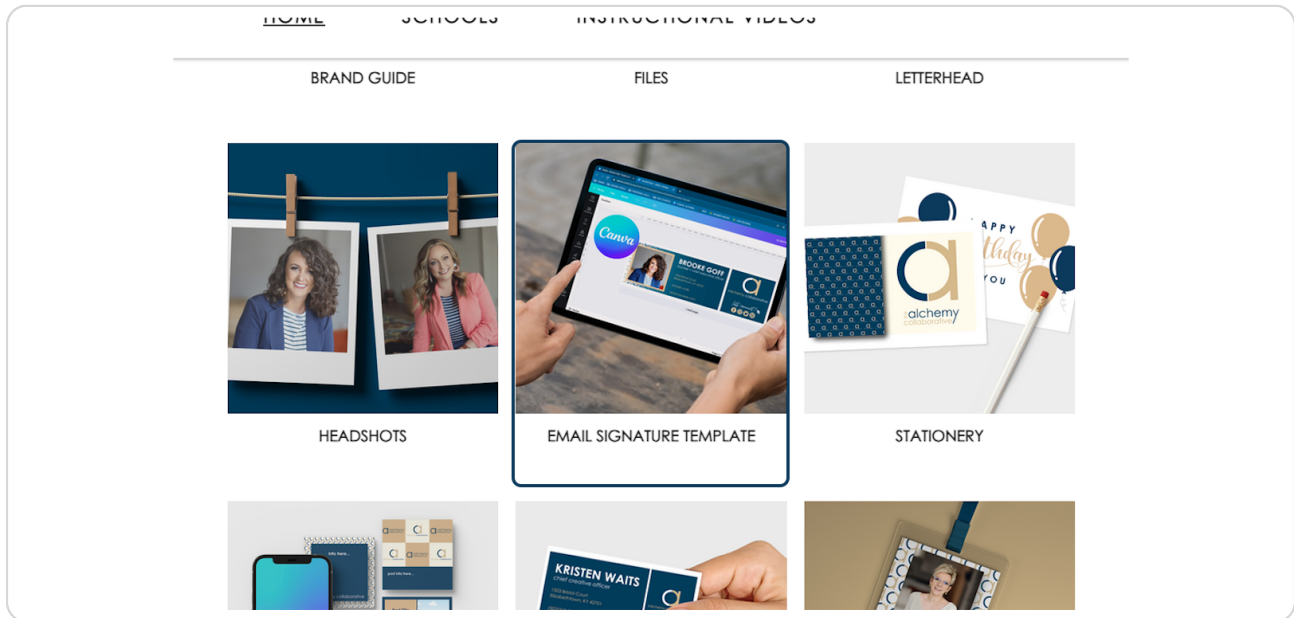


Before you begin, make sure you have created your free Canva Pro account. If you haven't, please review the tutorial on how to set up your account.

STEP 2

Scroll down to the "Design Lab Resources" section.

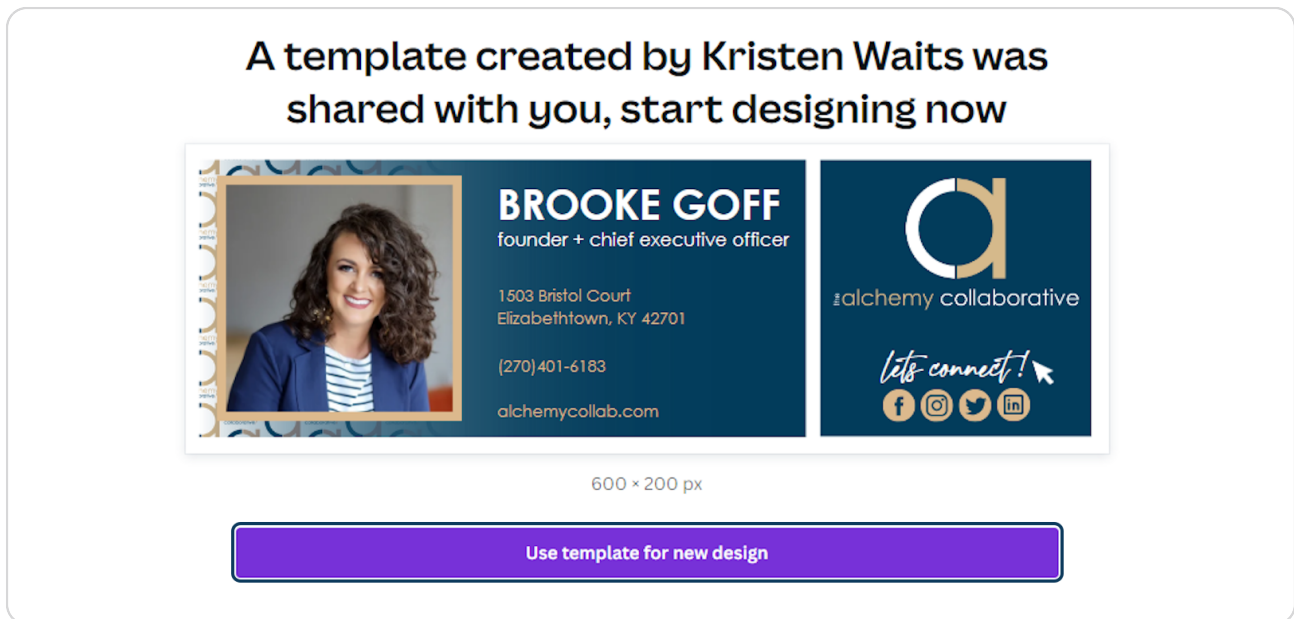
From here, select the "Email Signature Template" link.



STEP 3

You will be redirected to a Canva page.

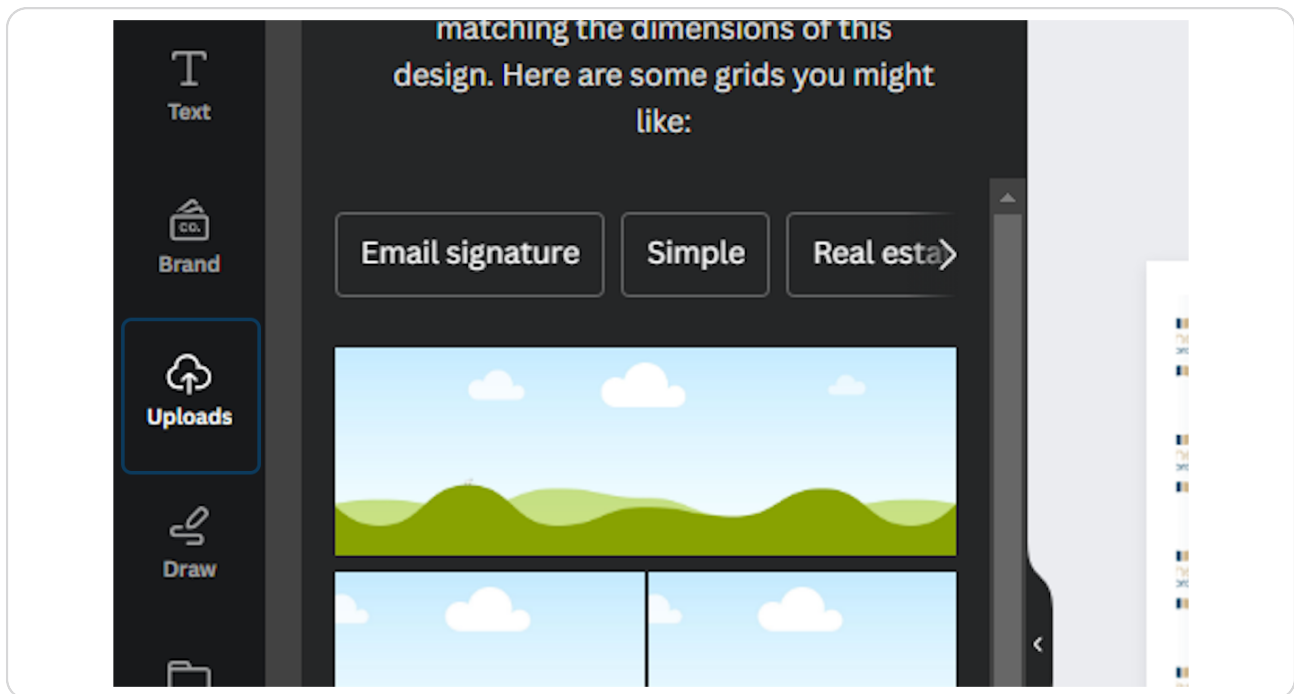
Click on the button that says "Use template for new design".



i If your email signature will include a headshot, please check out the tutorial on how to download your headshot.

STEP 4

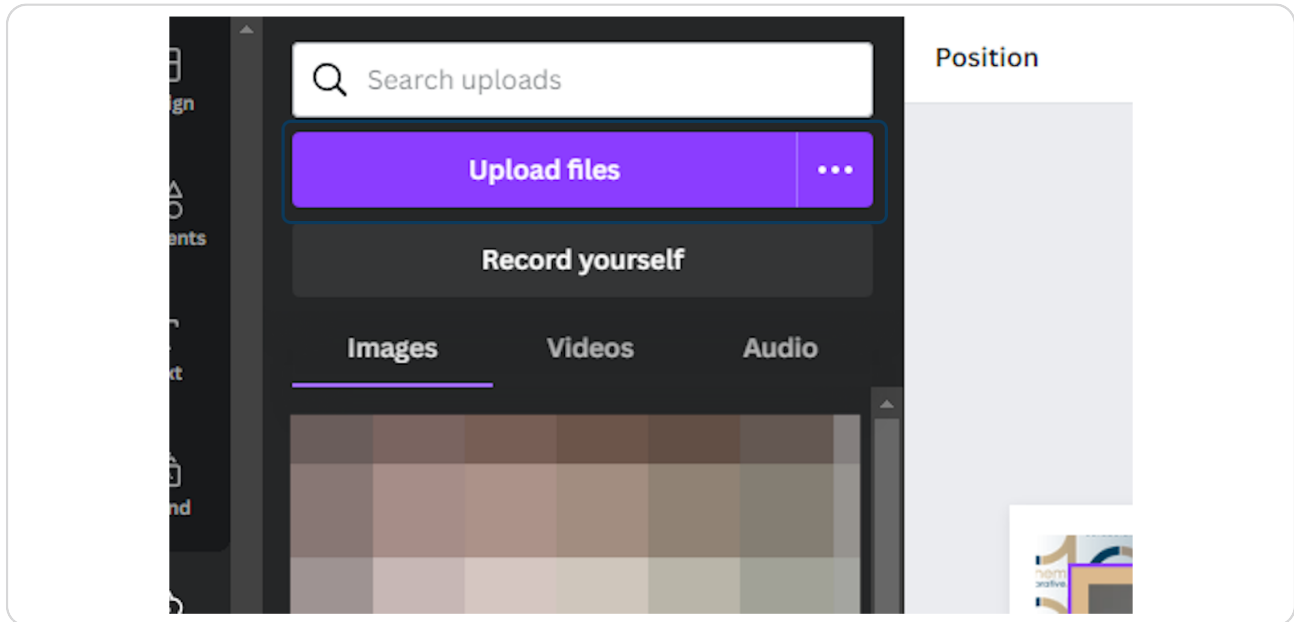
To upload your headshot, select "Uploads" on the left-hand side menu.



STEP 5

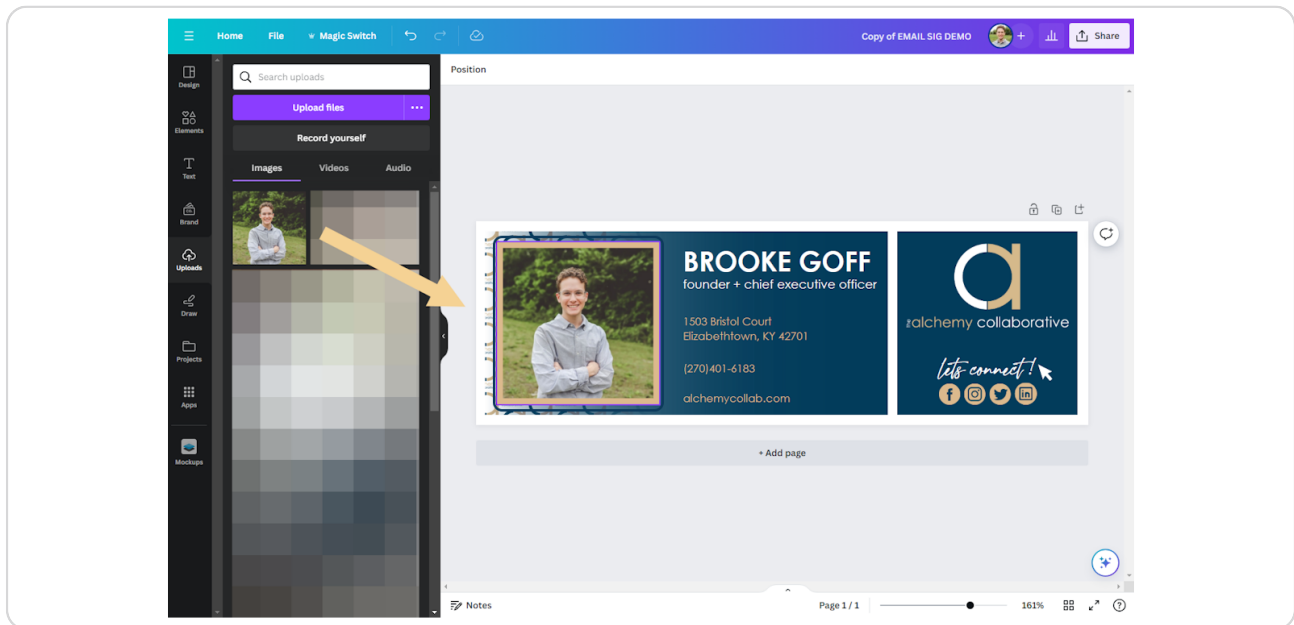
Select "Upload files" on this menu.

In the window that pops up, select the headshot file from your computer and click "Open".



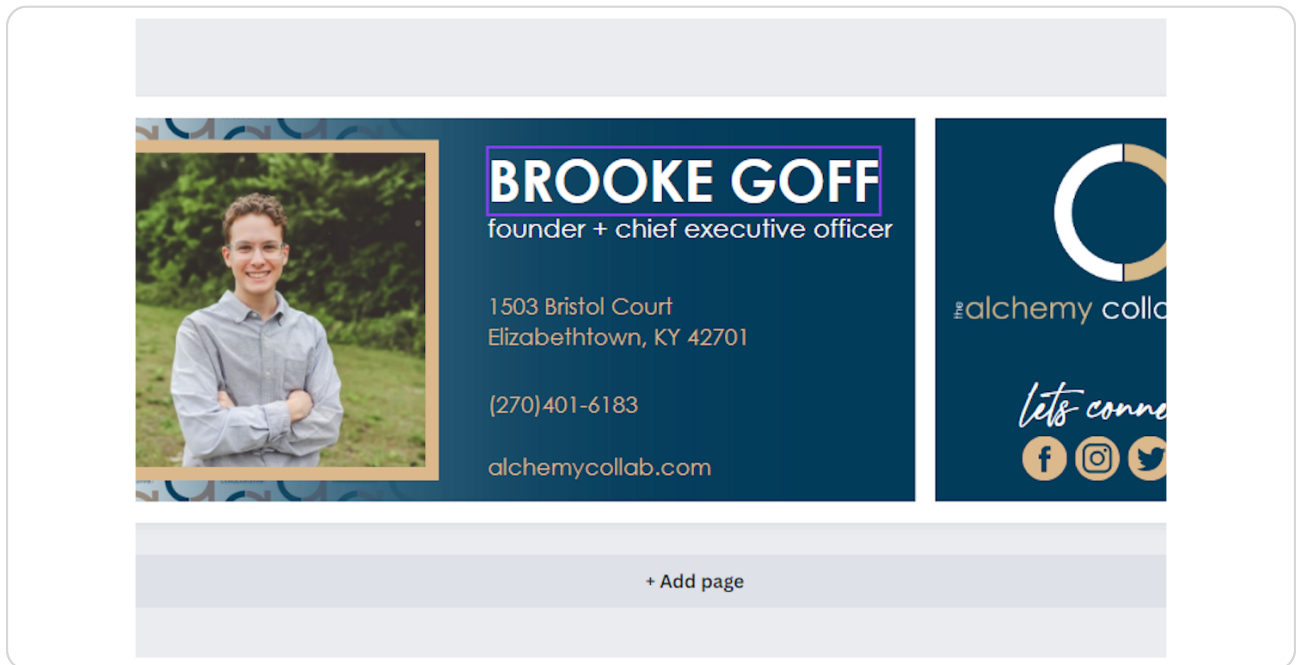
STEP 6

Drag your headshot into the designated photo placeholder and adjust as needed.



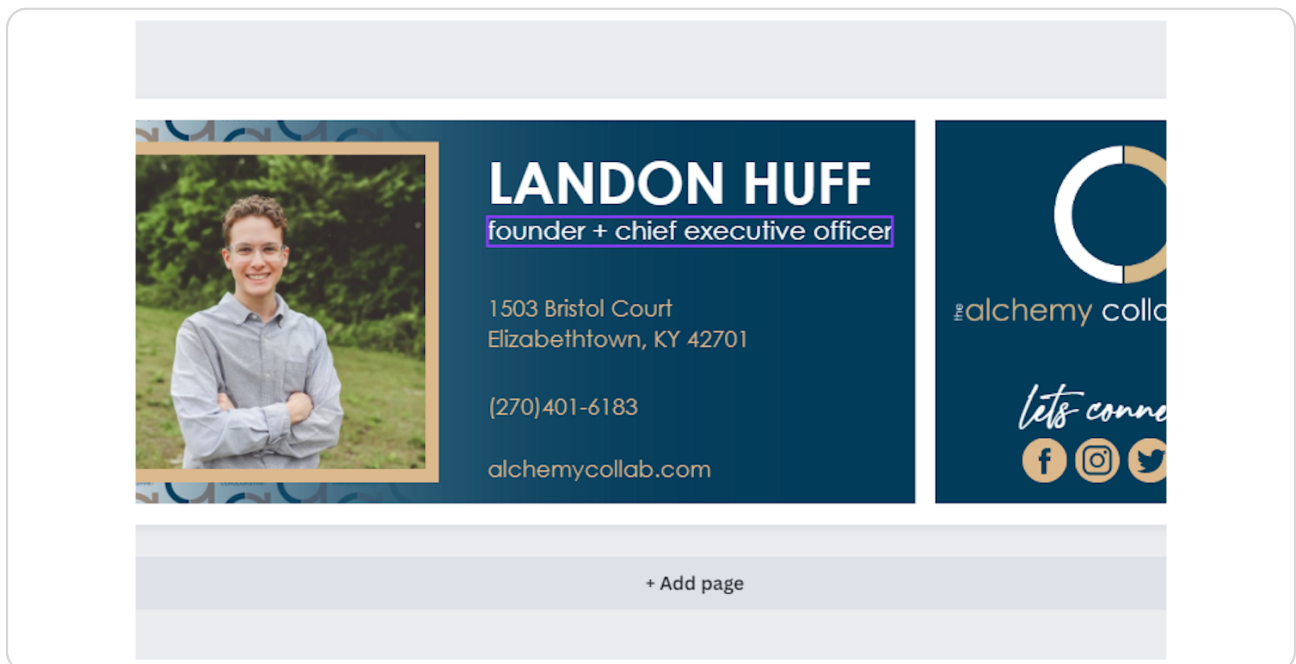
STEP 7

Click the name placeholder to update the text.



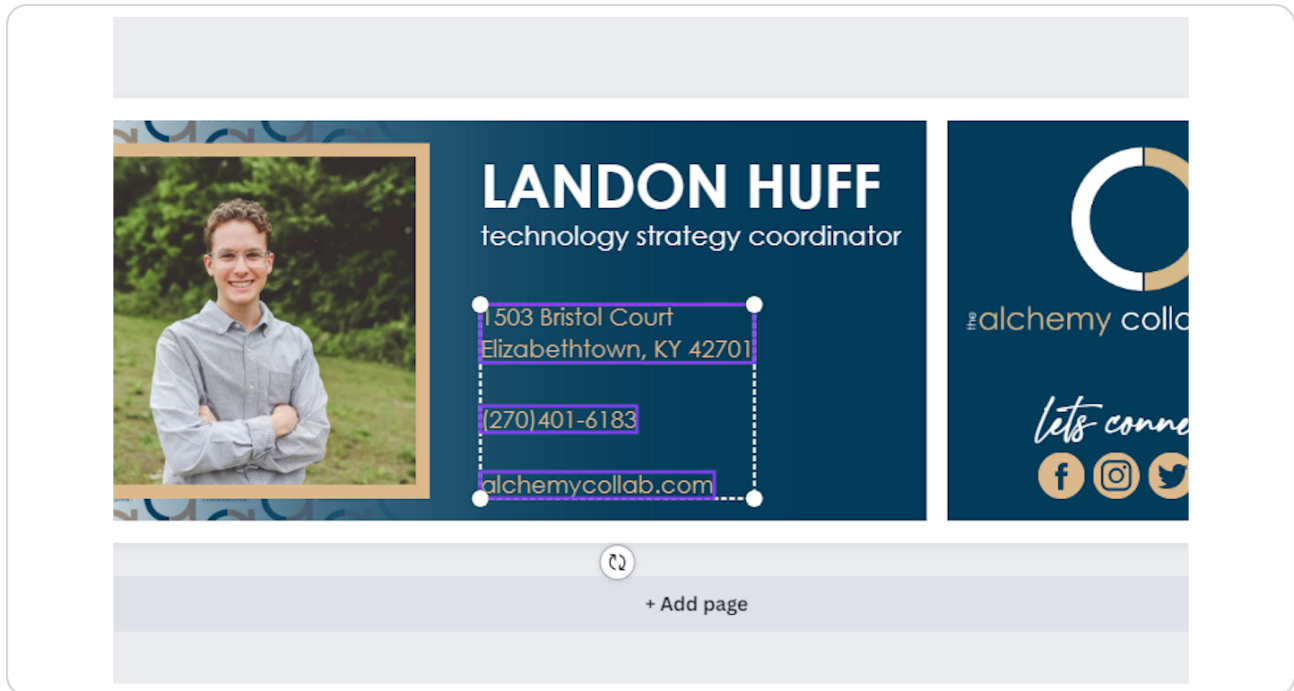
STEP 8

Click on the title placeholder to update the text.



STEP 9

Update the other information boxes as necessary.

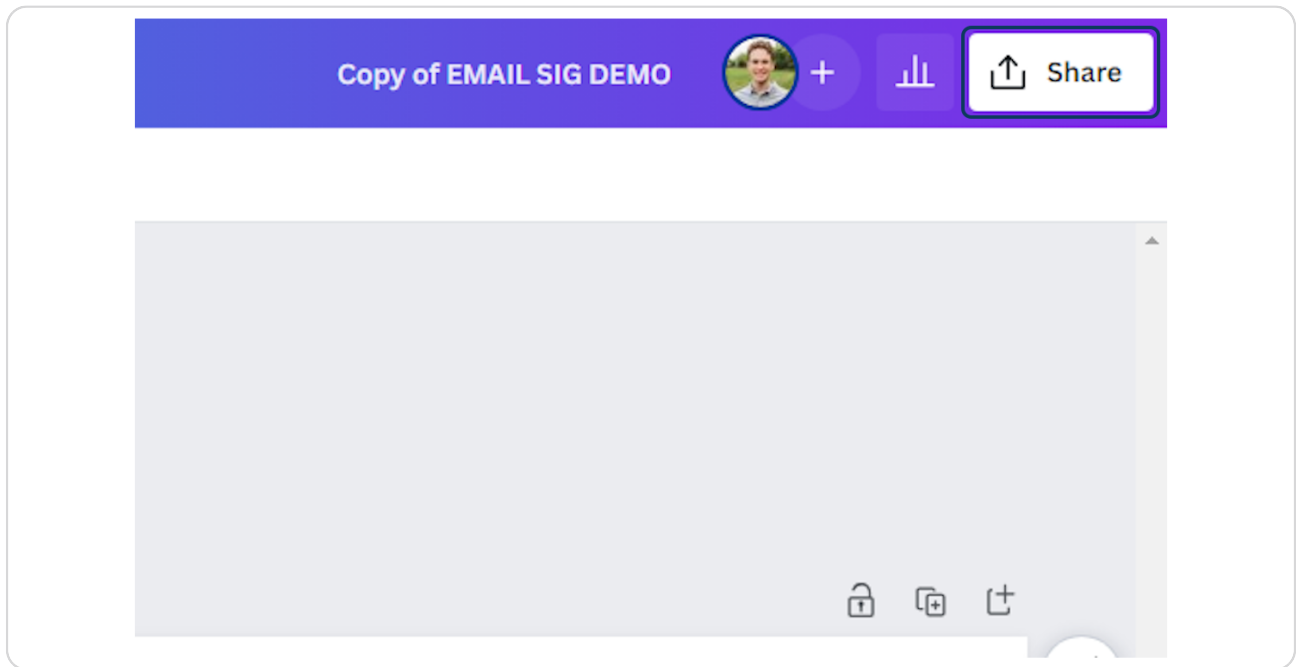


Downloading your email signature

5 Steps

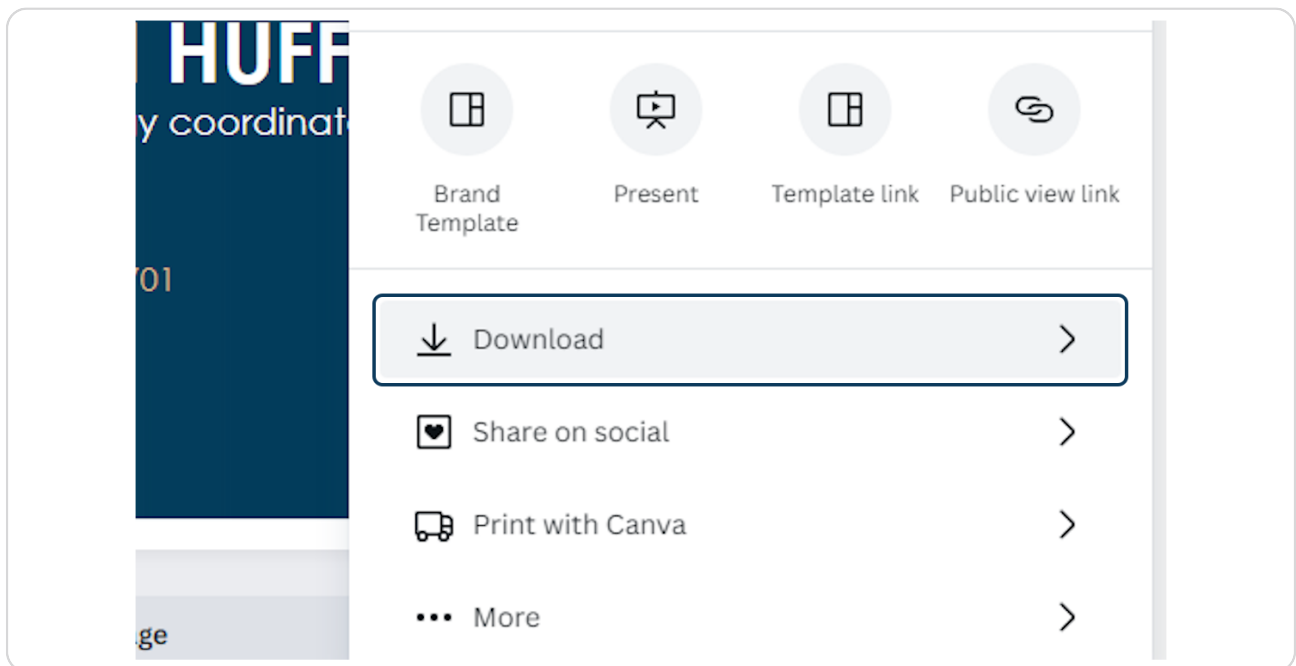
STEP 10

In the upper right-hand corner, click on the "Share" button.



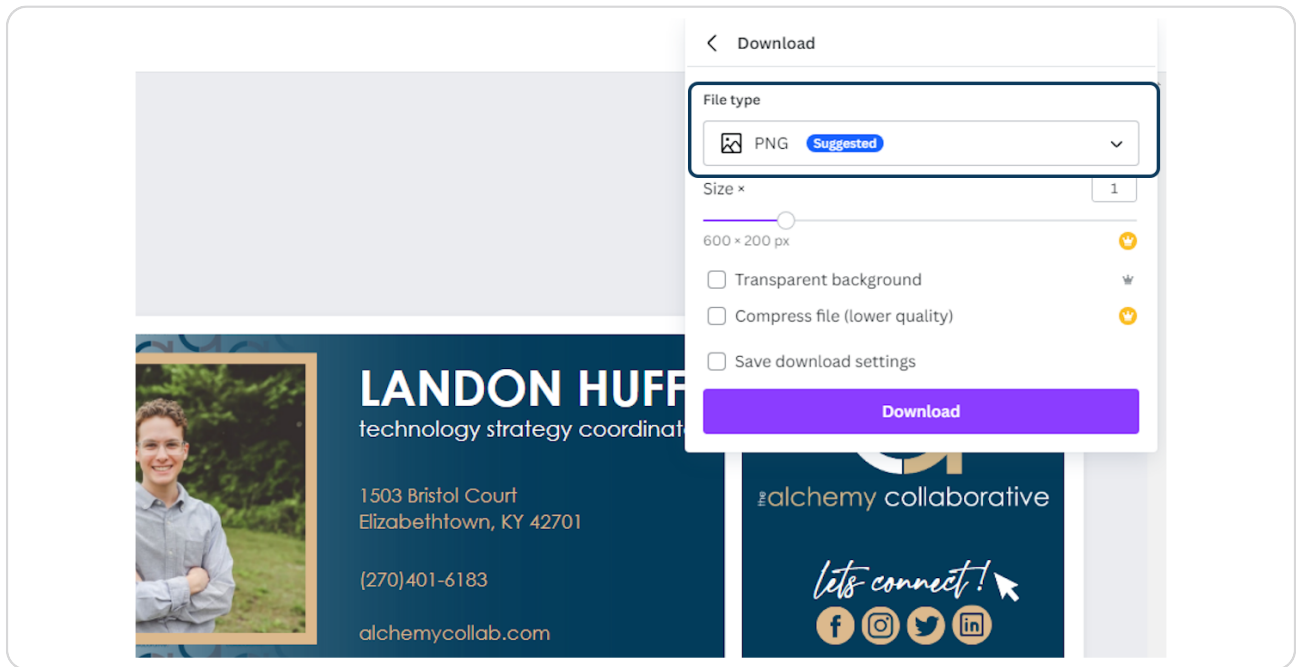
STEP 11

Select "Download" from the menu.



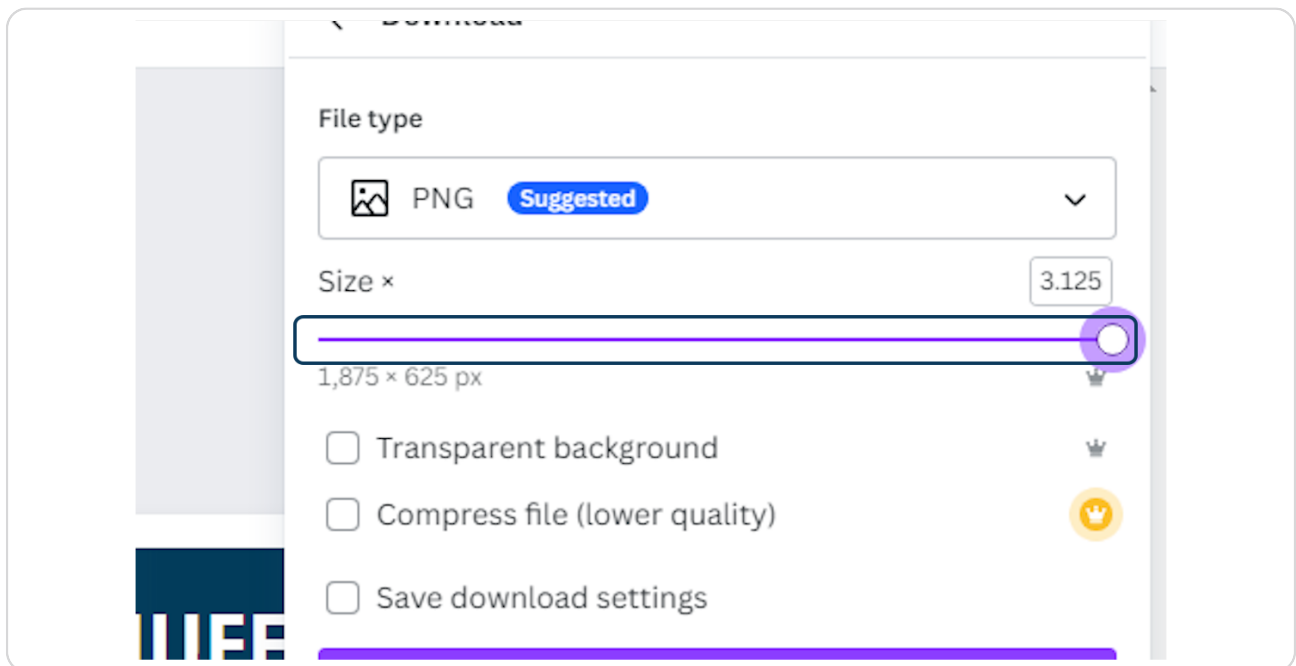
STEP 12

Ensure that the "File type" is set to "PNG".



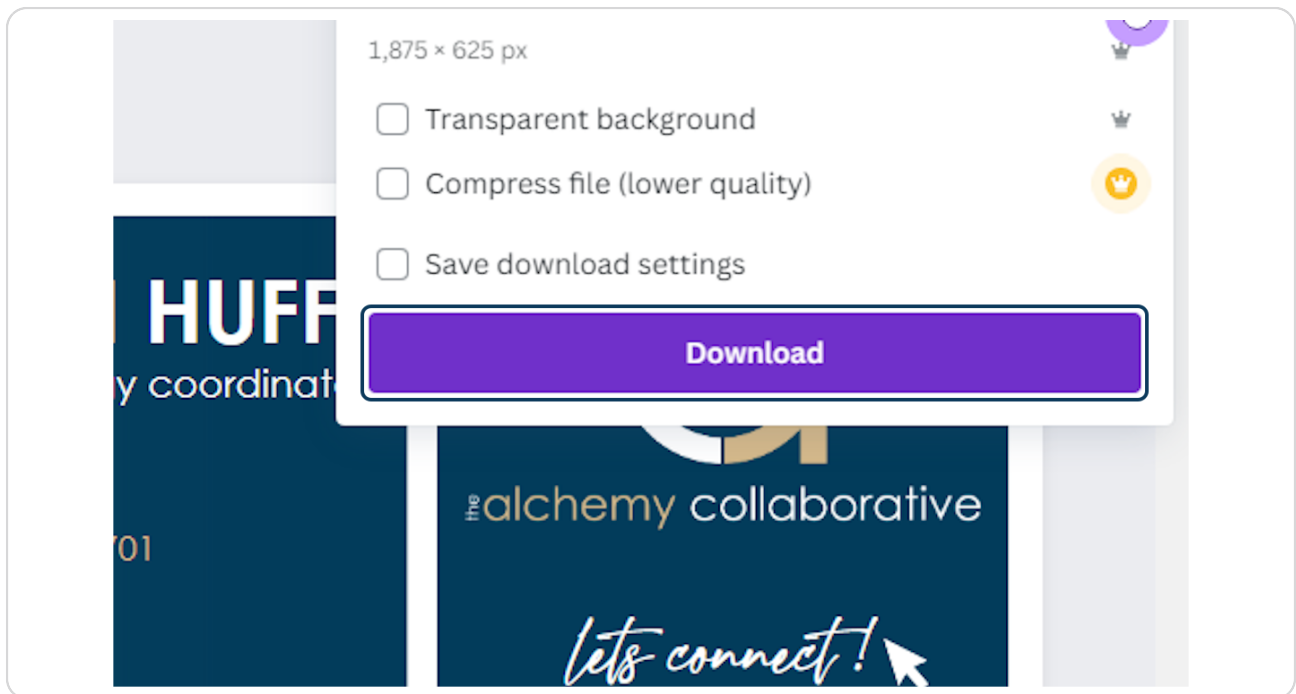
STEP 13

Under "Size", drag the dot all the way to the right.



STEP 14

Click on the "Download" button.



✔ That's it! You have successfully downloaded your personalized email signature.

