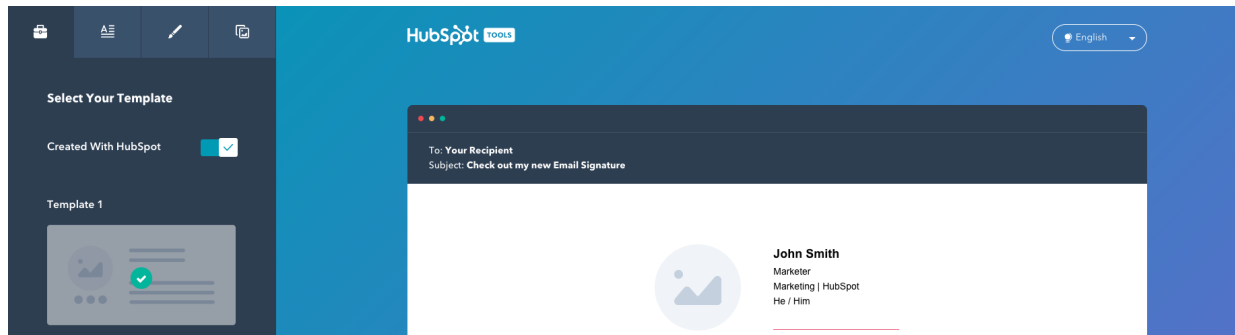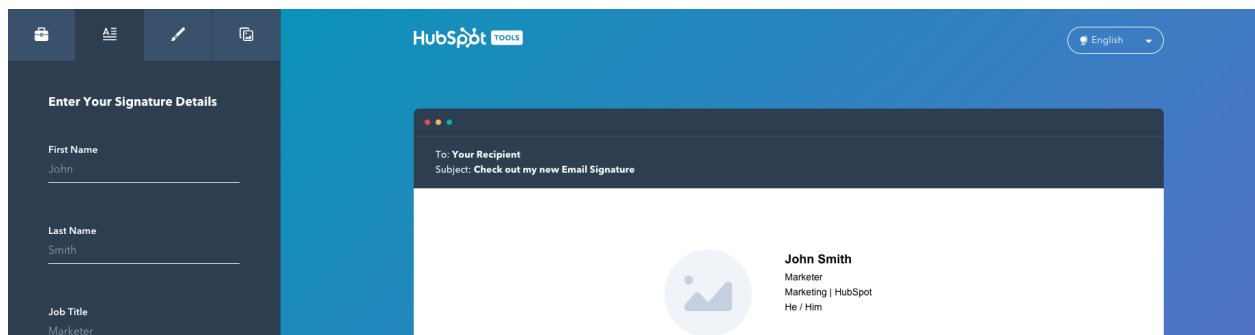1. Using a Google Chrome web browser, go to the free HubSpot email signature generator at: [Free Email Signature Template Generator by HubSpot](#)

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 account**s (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=12wYGO90TyhZIIuWwb2xob0kG5rMUY3c7

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 the Marketing Office at marketing@hocking.edu.