

How to Create an Email Signature

Learning Goal

Follow these steps to create an email signature that shows up automatically on all your correspondence.

Instructions

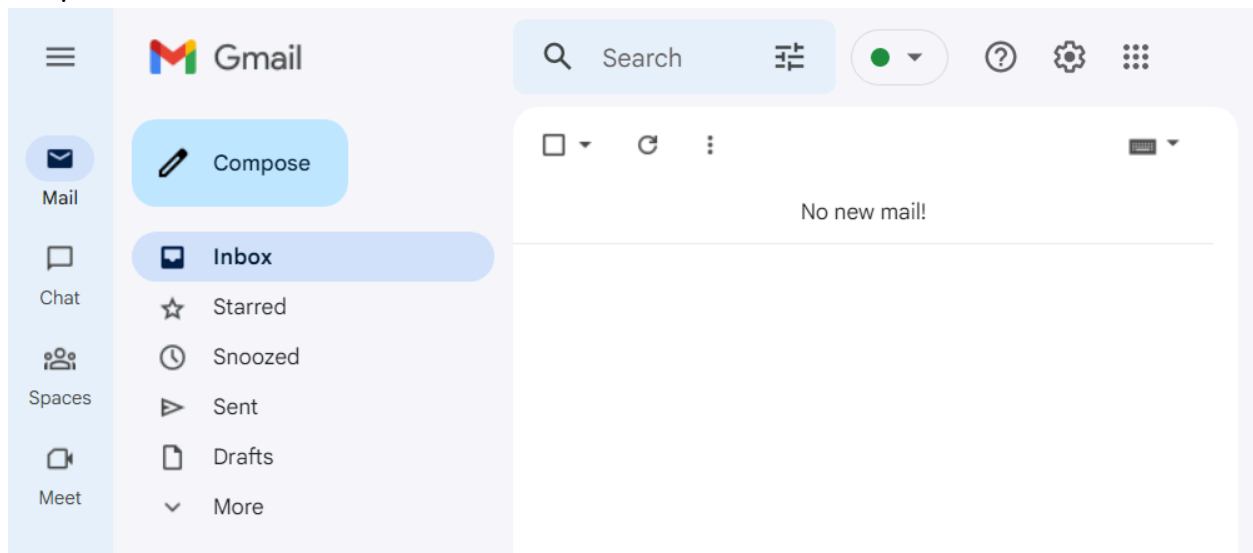
Follow the steps below to set up your signature. There are additional images for these steps at the bottom of this document.

1. Go to your professional Gmail and sign in
2. From the Inbox screen, click on the Settings button that is at the top right corner of your screen
3. Click on the “See all settings” option
4. Find the General settings tab and scroll down the page (this is the first tab by default, so you will just need to scroll down this page)
5. Find the section that is called “Signature:”
6. Click the button that says “+ Create new”
7. Give your new signature a name
 - a. In this example, the signature name is “Professional Signature”
8. Create your signature in the text box that appears to the right
9. Remember to include:
 - a. Your full name
 - b. Preferred pronouns (optional)
 - c. Role or job title
 - d. Contact information (email and phone)
 - e. Any additional information you feel is relevant (optional)
 - f. Company slogan or personal motto (optional)

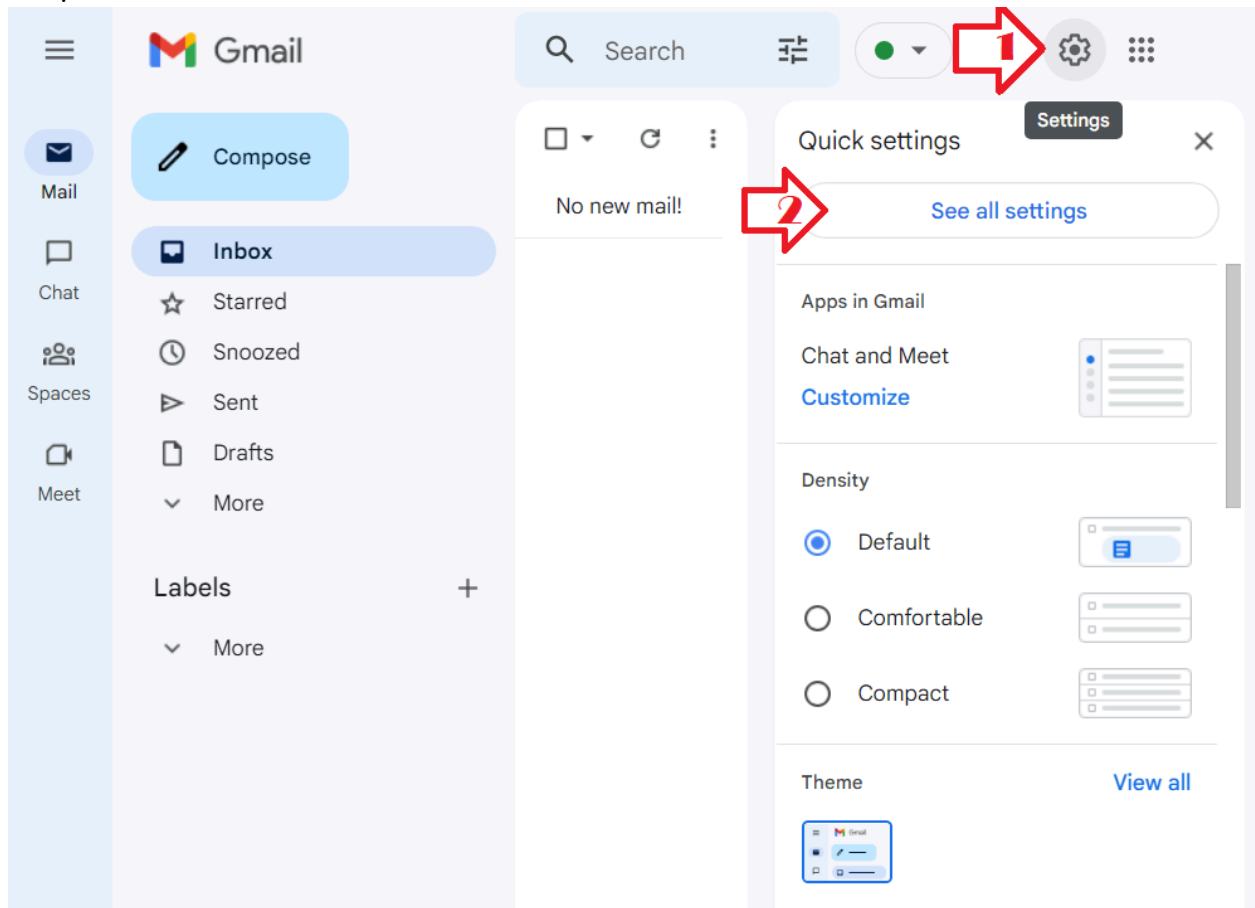
10. Once you are happy with your signature you will need to select the named signature you created from the dropdown menu below under the section that says “Signature defaults”
 - a. Select the right signature for both sections
 - i. “FOR NEW EMAILS USE”
 - ii. “ON REPLY/FORWARD USE”
11. Scroll down to the very bottom of the page and save your new signature by pressing the button labeled “Save Changes”

Additional Resources

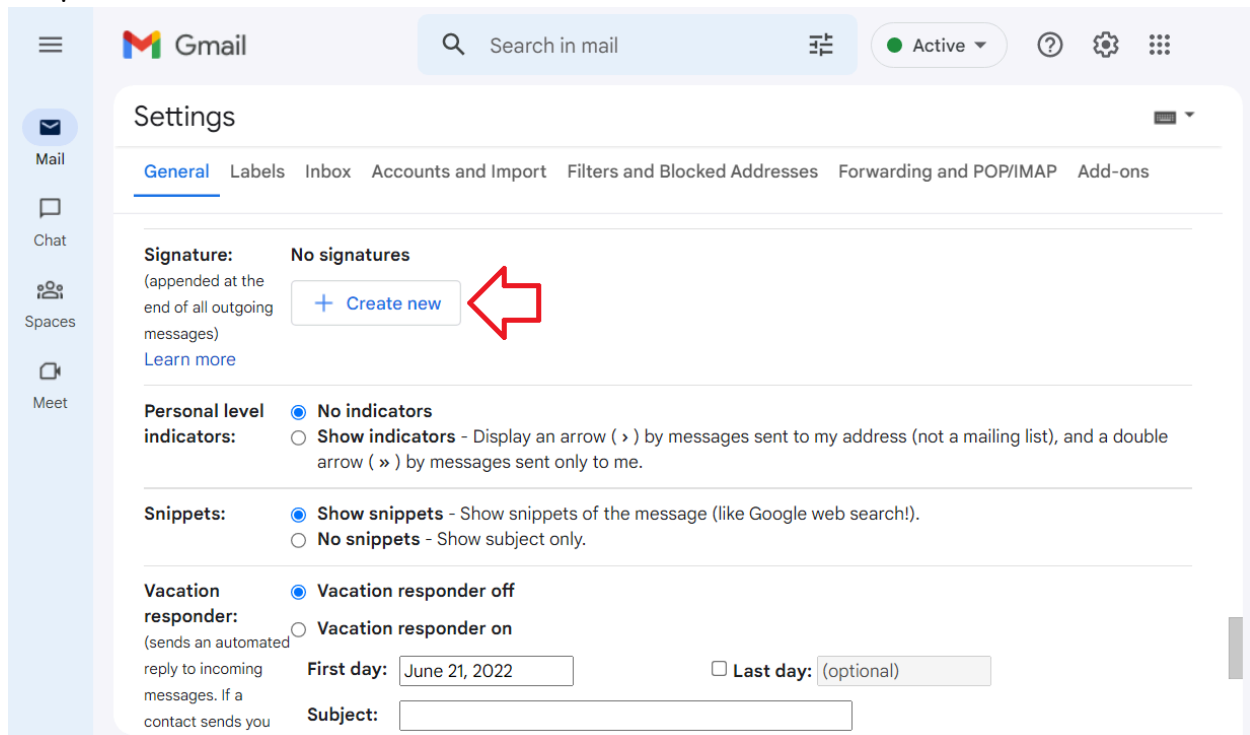
Step 1.



Step 2 - 3.



Step 5 - 6



The screenshot shows the Gmail Settings interface. The left sidebar contains navigation icons for Mail, Chat, Spaces, and Meet. The top header includes the Gmail logo, a search bar, and utility icons. The main content area is titled 'Settings' and has tabs for General, Labels, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP, and Add-ons. The 'General' tab is active. Under the 'Signature' section, the current setting is 'No signatures'. A red arrow points to a '+ Create new' button. Below this, there are sections for 'Personal level indicators' (with 'No indicators' selected), 'Snippets' (with 'Show snippets' selected), and 'Vacation responder' (with 'Vacation responder off' selected). The 'Vacation responder' section includes input fields for 'First day' (set to June 21, 2022), 'Last day' (optional), and 'Subject'.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Signature: No signatures
(appended at the end of all outgoing messages)
[+ Create new](#)
[Learn more](#)

Personal level indicators: No indicators
 Show indicators - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (››) by messages sent only to me.

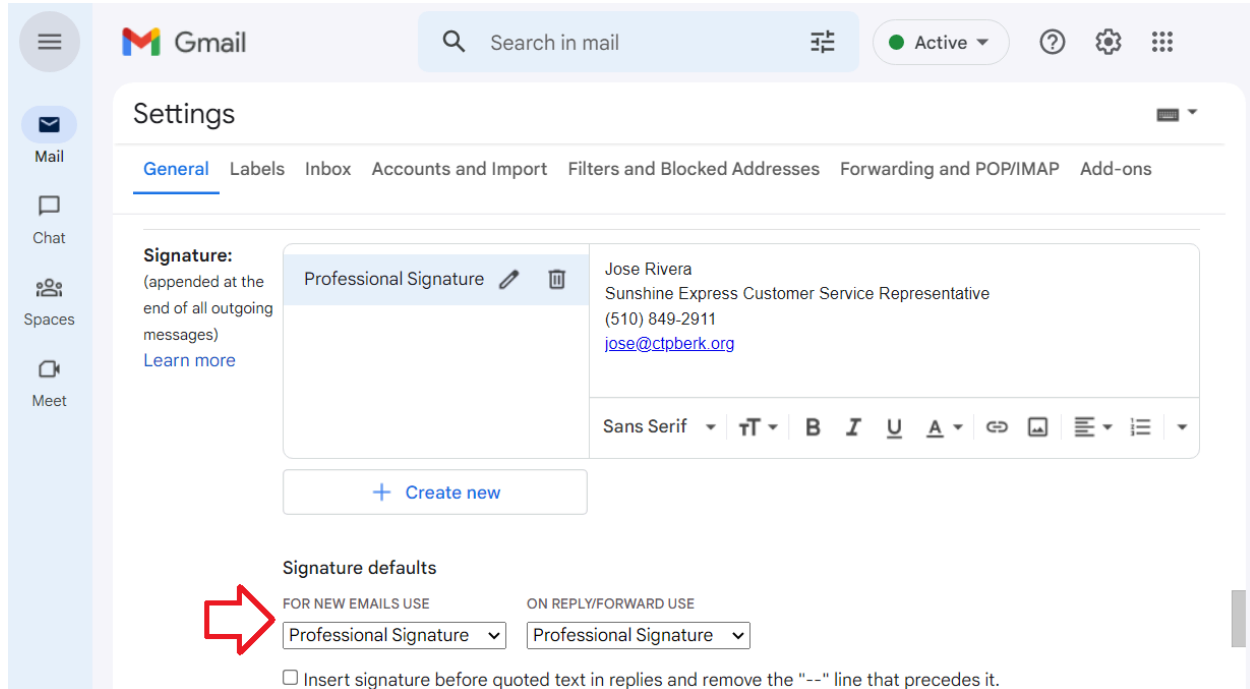
Snippets: Show snippets - Show snippets of the message (like Google web search!).
 No snippets - Show subject only.

Vacation responder: Vacation responder off
 Vacation responder on
(sends an automated reply to incoming messages. If a contact sends you

First day: **Last day:**



Subject:

Step 10.










The screenshot shows the Gmail Settings page for the 'Signature' section. The 'General' tab is selected. Under 'Signature:', there is a preview of a signature for 'Jose Rivera' with contact information. Below the preview is a rich text editor with a toolbar. A red arrow points to the 'Signature defaults' section, which has two dropdown menus: 'FOR NEW EMAILS USE' and 'ON REPLY/FORWARD USE', both set to 'Professional Signature'. There is also an unchecked checkbox for 'Insert signature before quoted text in replies and remove the "--" line that precedes it.'

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

Professional Signature  



Jose Rivera
Sunshine Express Customer Service Representative
(510) 849-2911
jose@ctpberk.org

Sans Serif   **B** *I* U A     

[+ Create new](#)

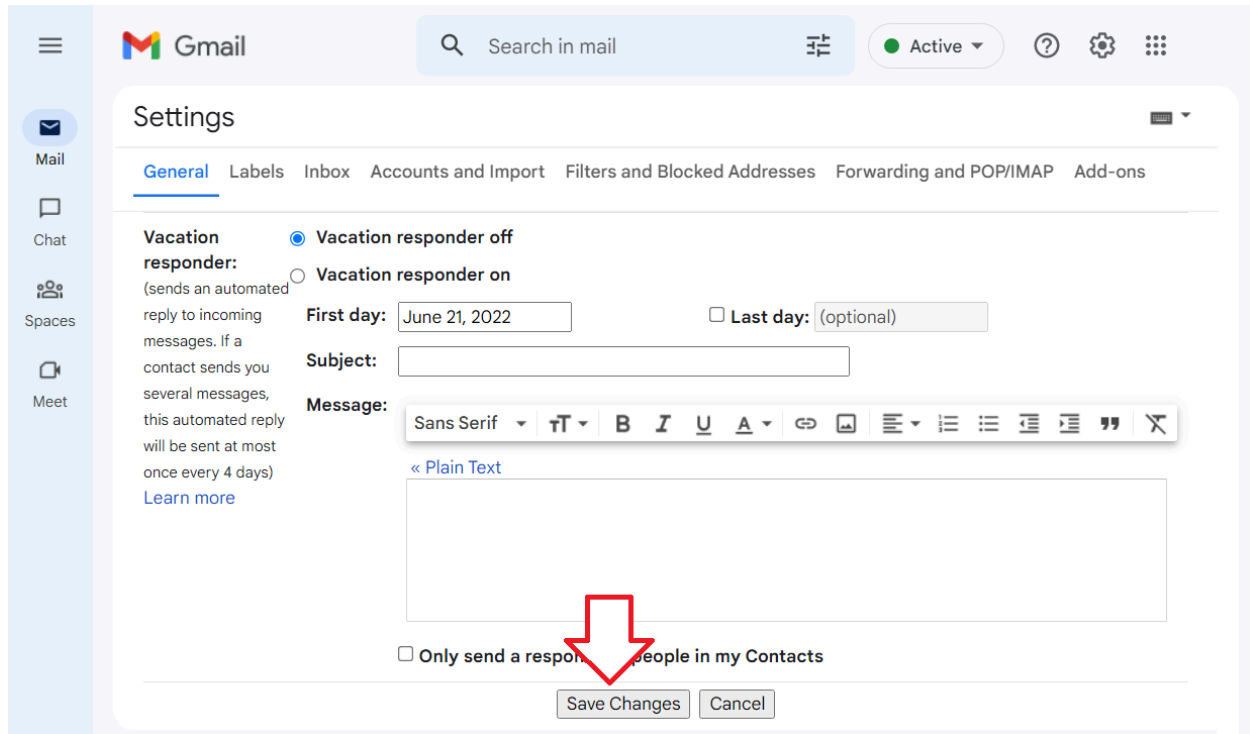
Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

Professional Signature  Professional Signature 

Insert signature before quoted text in replies and remove the "--" line that precedes it.

Step 11.



The screenshot shows the Gmail Settings page for the 'Vacation responder' section. The 'Vacation responder off' radio button is selected. The 'First day' is set to 'June 21, 2022' and the 'Last day' is set to '(optional)'. The 'Subject' and 'Message' fields are present. A red arrow points to the checkbox 'Only send a response to people in my Contacts', which is currently unchecked. At the bottom, there are 'Save Changes' and 'Cancel' buttons.










Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

Vacation responder off
 Vacation responder on

First day: June 21, 2022 **Last day:** (optional)

Subject:

Message:

Sans Serif   **B** *I* U A       

[« Plain Text](#)

Only send a response to people in my Contacts

[Save Changes](#) [Cancel](#)