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

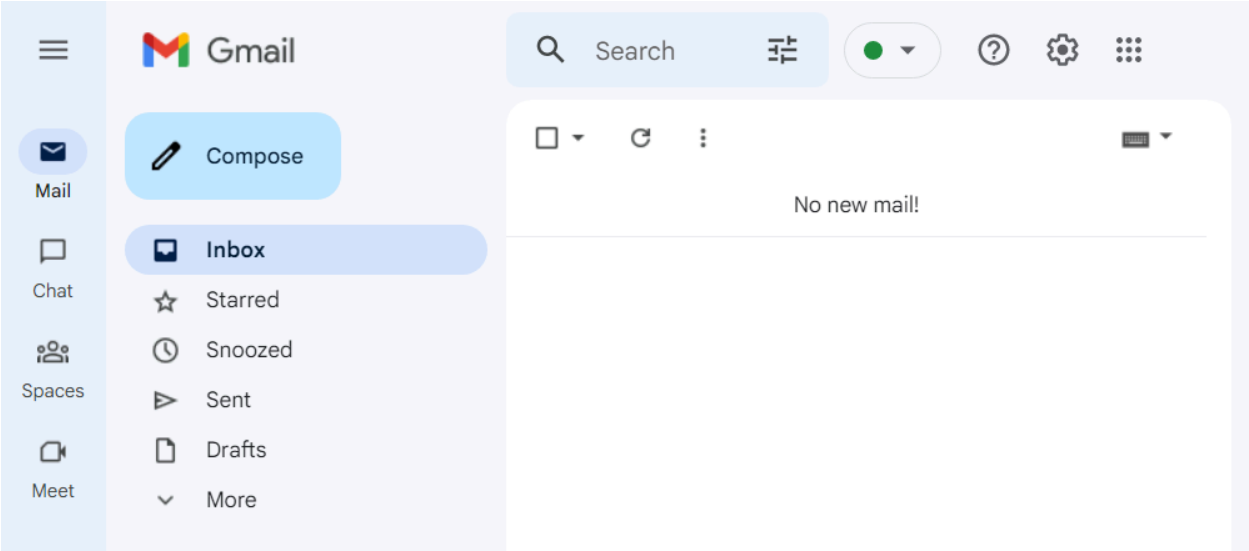
Follow the steps below to set up your signature. There are additional images for these steps at the bottom of this document.

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)

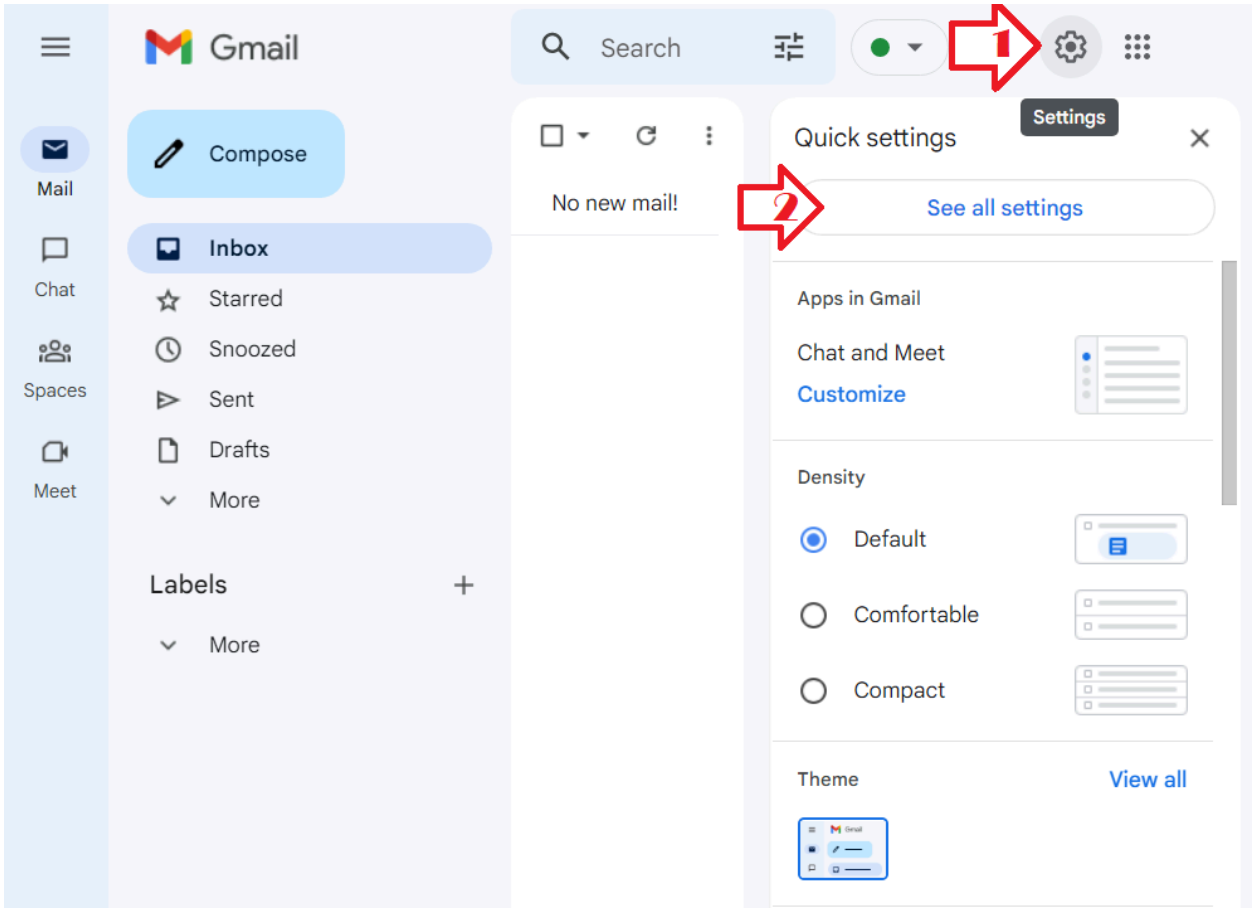
10. Once you are happy with your signature you will need to select the named signature you created from the dropdown menu below under the section that says “Signature defaults”
    a. Select the right signature for both sections
        i. “FOR NEW EMAILS USE”
        ii. “ON REPLY/FORWARD USE”
11. Scroll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

Additional Resources

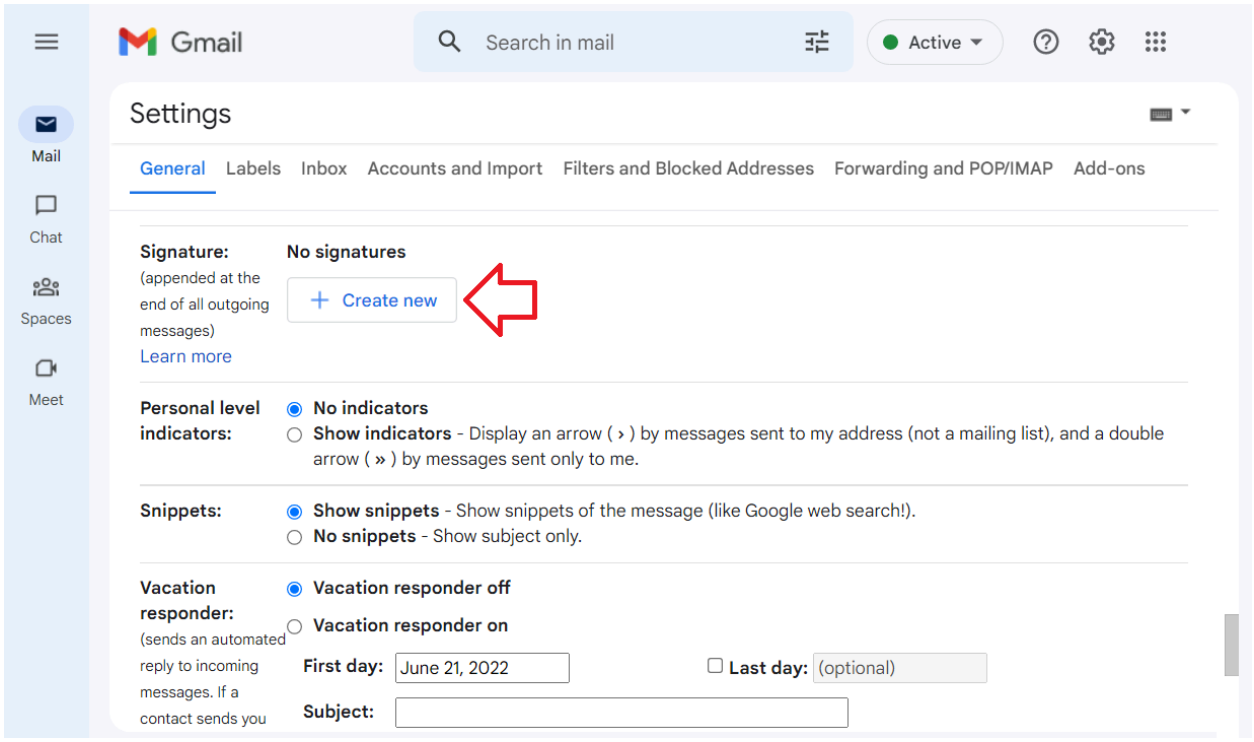
Step 1.



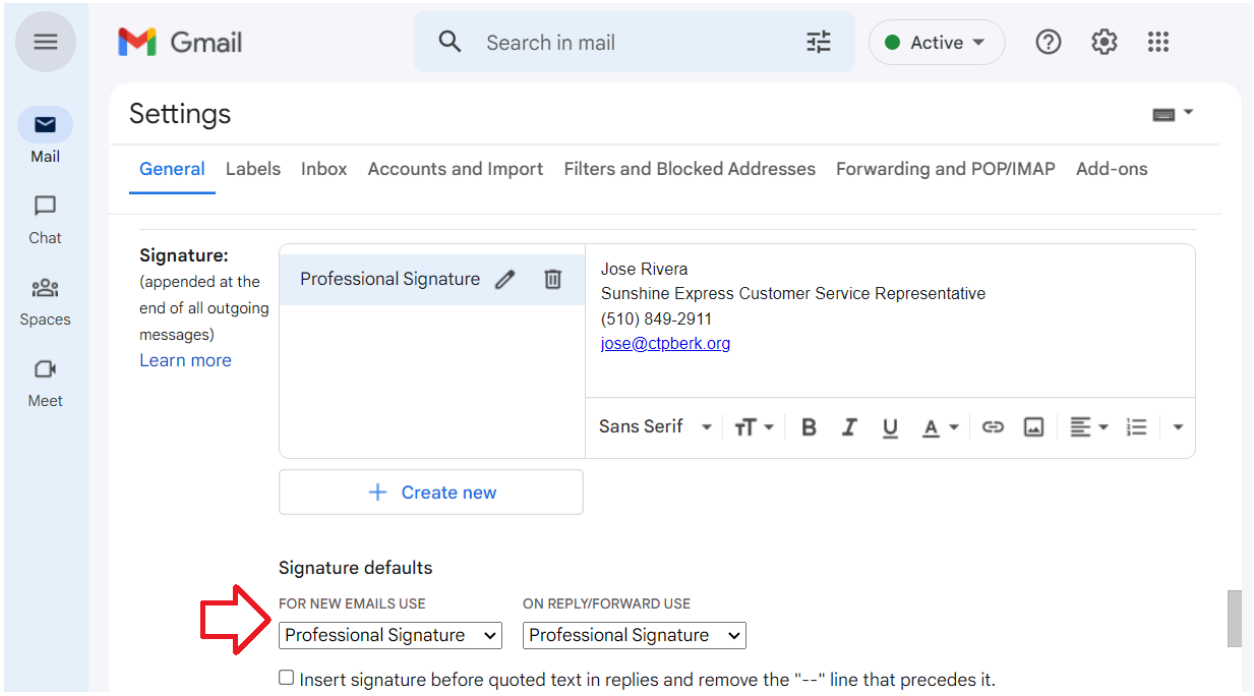
Step 2 - 3.


Gmail
Search
1
Settings
Compose
Mail
Chat
Spaces
Meet
Inbox
Starred
Snoozed
Sent
Drafts
More
Labels
More
No new mail!
Quick settings
2
See all settings
Apps in Gmail
Chat and Meet
Customize
Density
Default
Comfortable
Compact
Theme
View all

Step 5 - 6


Gmail
Search in mail
Active
Mail
Chat
Spaces
Meet
Settings
General
Labels
Inbox
Accounts and Import
Filters and Blocked Addresses
Forwarding and POP/IMAP
Add-ons
Signature:
(appended at the end of all outgoing messages)
Learn more
No signatures
Create new
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:
(sends an automated reply to incoming messages. If a contact sends you
Vacation responder off
Vacation responder on
First day:
June 21, 2022
Last day:
(optional)
Subject:

Step 10.



Step 11.

