Personalizing Gmail

Gmail has numerous options for personalizing email, with the ability to add a signature, set up out-of-office messages, change the theme and color scheme of the inbox, and add a profile picture.

[Add a Signature](#)

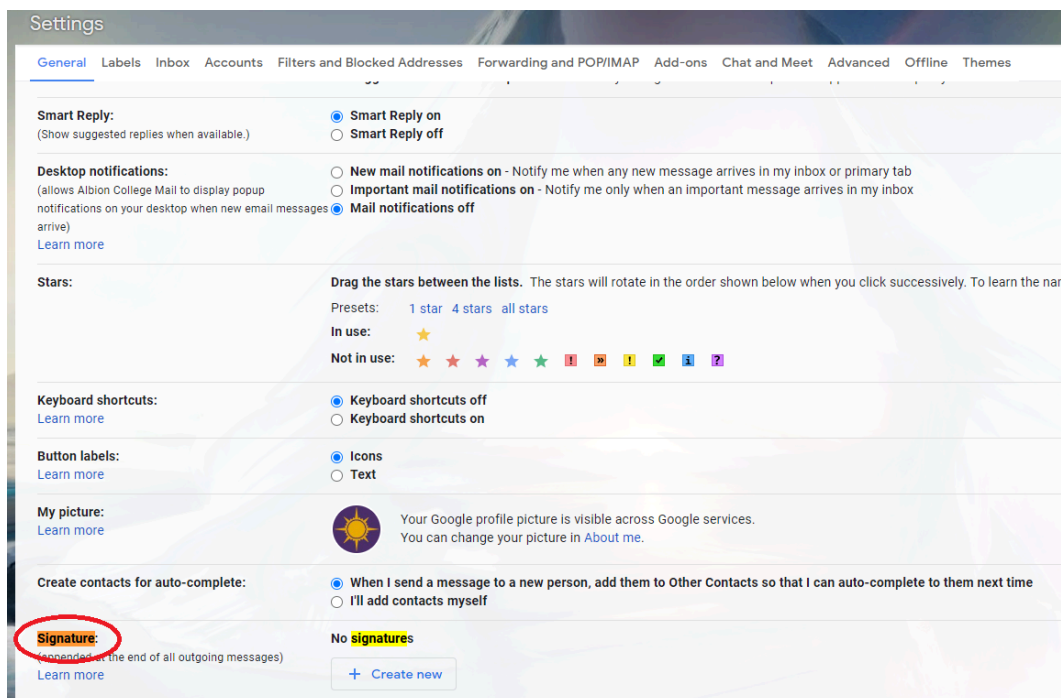[Out-of-Office/Away Messages](#)
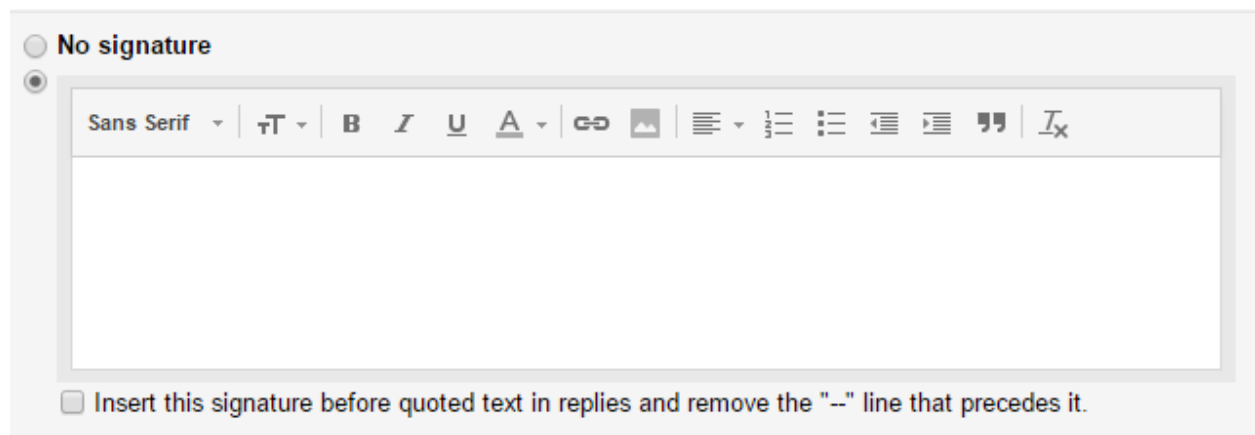
[Change The Theme](#)

[Add a Profile Picture](#)

[Change Display Name](#)

Add a Signature

In order to add a signature, start by logging into Gmail. Then select the **gear icon** at the top right of the screen and choose **Settings**. Once Settings is selected, the General Settings page will automatically open. Search for the *Signature* section.

Just below the text that reads "No signatures" click **Create new**. A new textbox will appear. If desired, utilize the formatting options provided.

Typical items to include in a signature are:
- Full name
- Occupation/Job Title/Department
- Place of Work
- Phone/Fax/Email

Once the desired signature is entered, scroll to the bottom of the page and click **Save Changes.**

Out-of-Office/Away Message

An away message sends an automatic email announcing the user is on vacation or currently unable to respond to email for any reason. If emails are sent to the account during the designated time period, the message within the text box will be automatically delivered to the sender, notifying them of the user's absence. This message will only be sent once every four days to the same email address in the case of multiple messages.

Start by logging into Gmail. Then select the **gear icon** at the top right of the screen and choose **Settings**. Once Settings is selected, the General Settings page will automatically open. Search for the *Vacation Responder* section.

To turn on the responder, select **Vacation responder on.** Insert the dates during which the automatic message system should be on. From here, there is the option to either manually turn off the responder, or set an end date, on which the responder will automatically stop. To set a last day, check the box and enter a date.

Under **Subject**, place the title of the email that will be automatically sent. A good example could be "Out of Office." Then use the text box to compose the email. Once completed, look at the checkboxes beneath the text box.

>   ***Only send a response to people in my Contacts*** - Checking this box will only send the reply email if the person who originally messaged is a contact of the recipient.

>   ***Only send a response to people in Albion College*** - Checking this box will only send the reply email if the person who originally messaged has an @albion.edu email address.

Leaving these boxes unchecked will send the Out of Office message to anyone who emails the user. The check boxes can be useful, in particular with promotional or spam emails, because oftentimes these emails are sent automatically and request that no reply is sent.

Once all desired settings are set, scroll to the bottom of the page and click **Save Changes**.
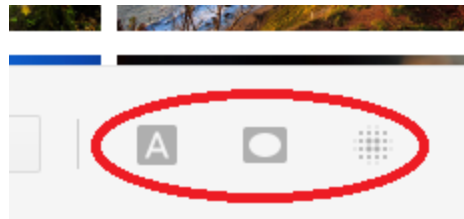
Change The Theme

In order to change the Gmail theme (background color and images), start by logging into Gmail. Then, on the top right of the page, click the **Settings** icon.
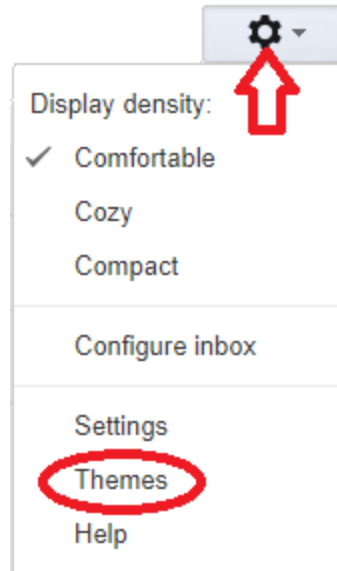
A pop-up window will appear with sample photo themes, default Google themes, and an option to add an image. A theme can be tested by clicking on the thumbnail.
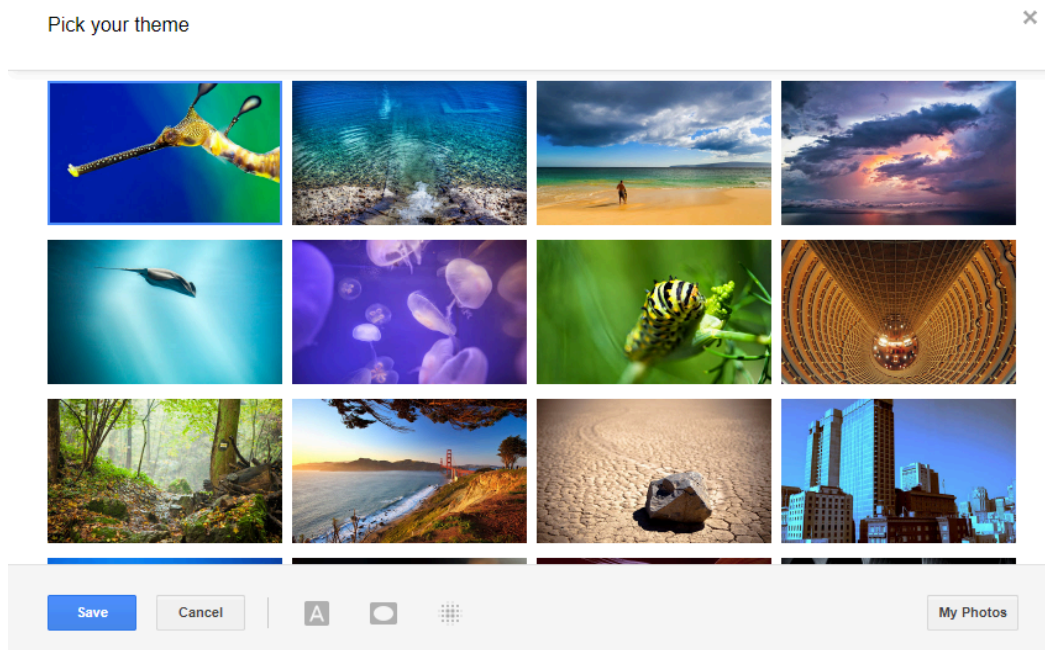
Beneath the thumbnails (to the right of the Save and Cancel buttons) are three small icons.

Text highlight is a feature that can be vital to users with poor eyesight, because the text highlight can be set to a dark background with light letters, meaning that it will be easier to read.

Vignette will change the background to a vignette style look. This can help make the background image less distracting.

Blur will blur the background. This can help make the background image less distracting.

Once the desired theme is chosen and additional items selected (if desired) click **Save**.

Add a Profile Picture
There are two ways to add a picture to a gmail account. The simpler way is to click on the circle character icon in the upper right hand corner of the screen. Then, click on the word **Change** that appears where the picture should be. From here, a photo can be selected or uploaded.
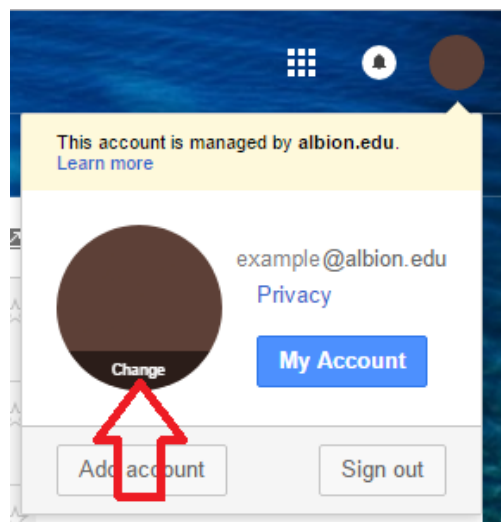
The profile picture can also be changed by going into the settings menu (cog icon on the top right of Gmail), and scrolling down to **My Picture**.
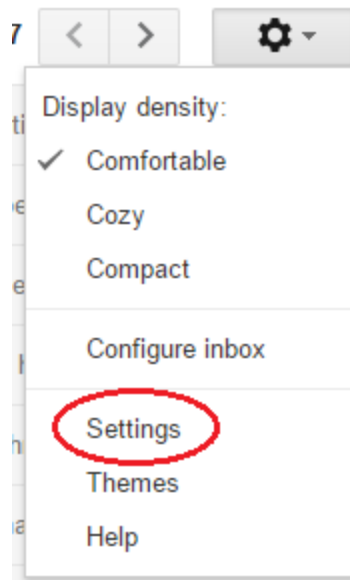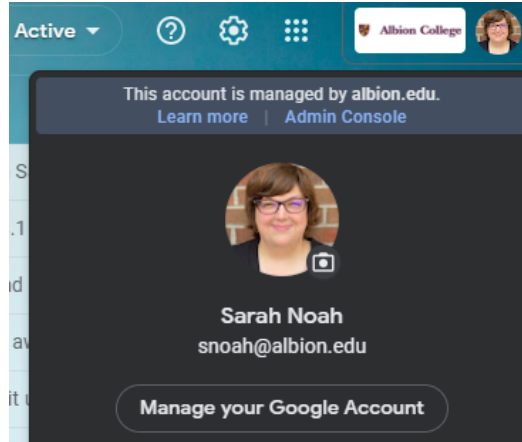

Then click on **Select a picture**.
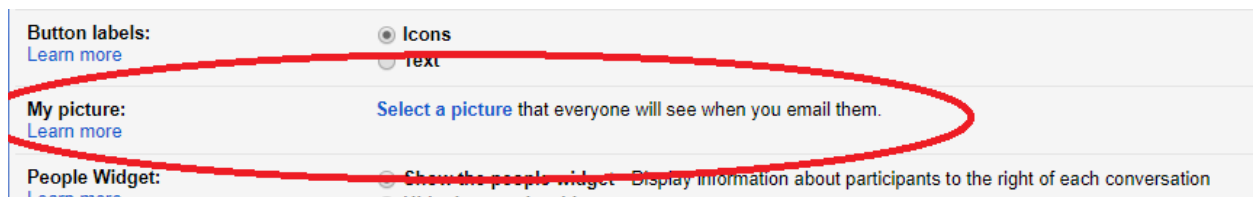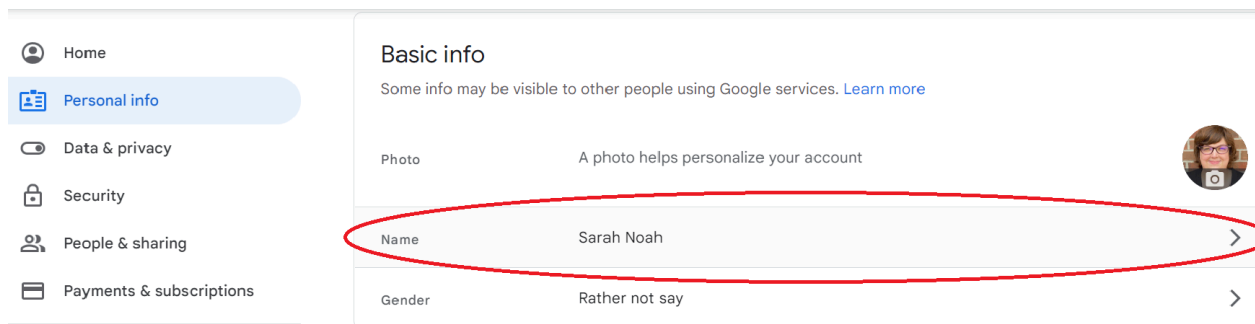

Change Display Name

In order to change the display name, start by logging into Gmail. Then click on the user's avatar on the top right.
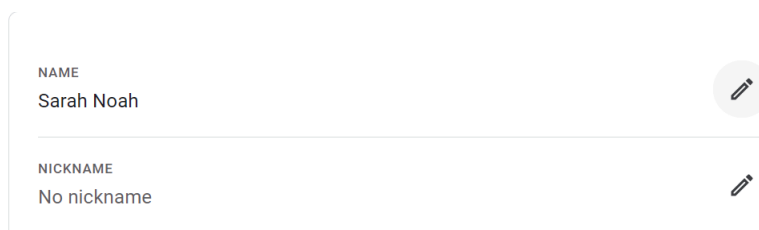

Select **Manage your Google Account**.

In the menu to the left, click **Personal Info**. Then the user should click on their name.

Click the **pencil icon** to the right of their name.

After updating the display name, click **Save**.

Next, the user will need to clear all cache and cookies so the proper name will appear on Google.

*Please note that some changes may take 24-48 hours to appear.