Creating an Email Signature; Gmail Edition

Email signatures help recipients know who you are, what you do, and what agency you are representing. Follow the steps below to create an email signature in a Gmail account.

- **1.** Open your Gmail account and click [Compose] in the top left corner of the screen.
- 2. In the bottom right corner of the new email window, click on the pen icon at the bottom right of the window.



- **3.** Scroll down to signatures and enter the information below.
 - a. Click [create new] and name your signature
 - b. Enter signature information in the text box
 - c. In the dropdown, select your new signature

	Sample	~	No sigr	ature V
	Signature defaults FOR NEW EMAILS USE ON REPLY/FORWARD USE			
messages) Learn more	+ Create	new		Sans Serif ▼ TT ▼ B I U A ▼ GD U ≣ ▼ ⊞ ▼
				Contact Information Organization Name *Any Additional Info
Signature: (appended at the end of all outgoing	Sample	0	Ū	Your name Job Title

4. Scroll to the bottom of the page and click [Save Changes]

Things to keep in mind when creating an email signature:

- ✓ Avoid using bright colors or custom fonts others may find difficult to read
- ✓ Avoid sharing personal information
- ✓ Remember to add an extension if you have one
- ✓ Add both your email and phone number if you have both

