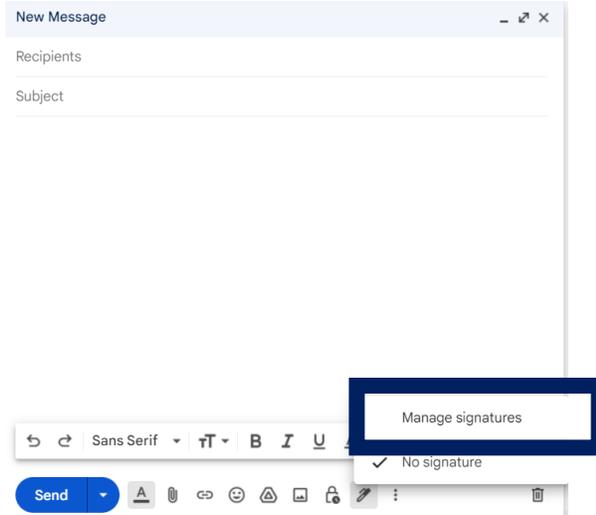


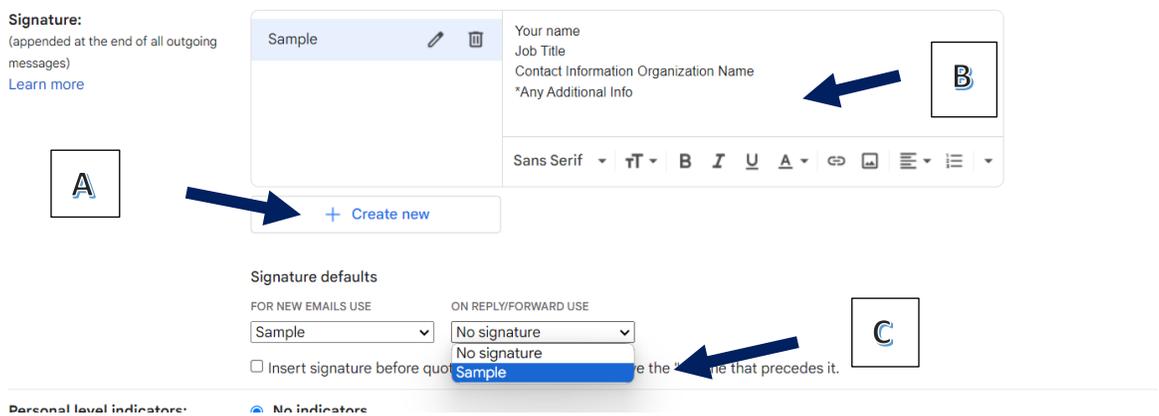
Creating an Email Signature; Gmail Edition

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



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

