

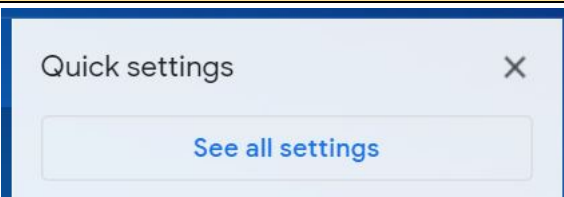
How To Create A Signature in Gmail

Updated Feb 2023

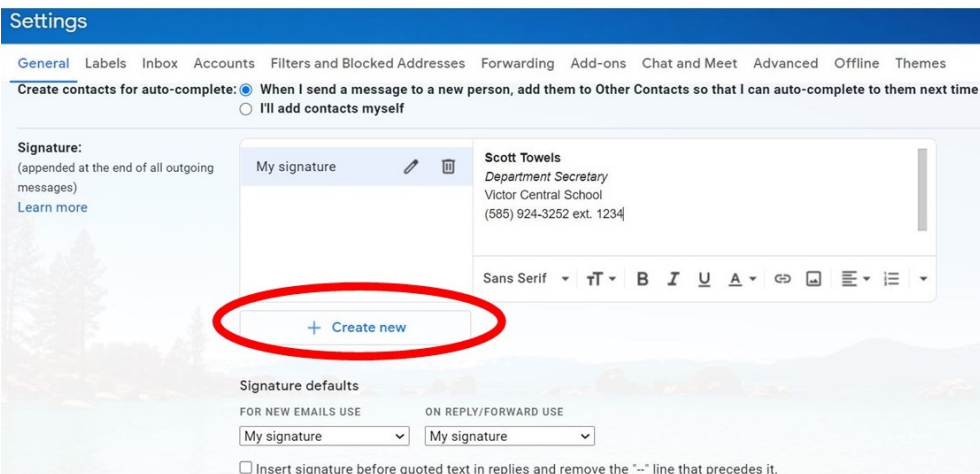
Step 1: Open Gmail and click the gear at top right



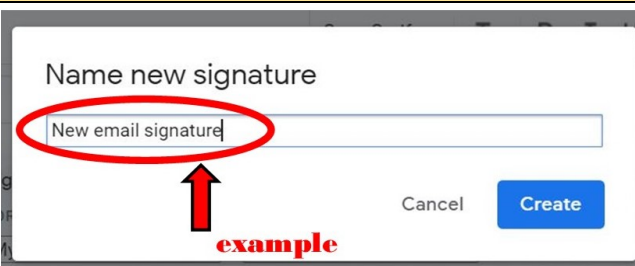
Step 2: Click "See all settings"



Step 3: Scroll down to "Signature" and click "Create new". A box will appear asking you to name your new signature





Step 4: Create a name for your new signature and type it in. Then click "Create"












Step 5: Type your desired signature in the blank box

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

My signature

New email signature  

Sans Serif         

+ Create new

Signature defaults



FOR NEW EMAILS USE ON REPLY/FORWARD USE










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

You can also edit the appearance of your text if you would like:

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

My signature

New email signature  

Sans Serif         

+ Create new



Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE


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










You can even add a logo or photo if you would like. Just click the "photo icon", upload your desired image:

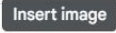
Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

My signature  

SCOTT TOWELS
Victor Central School
(585) 924-3252 ext. 11111
NEW EMAIL: scotttowels@victorschools.org



Sans Serif         



+ Create new



Signature defaults


FOR NEW EMAILS USE ON REPLY/FORWARD USE





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

Then click on the inserted image to set your desired size:

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

My signature  



Small - Medium - Large - Original size - Remove    

+ Create new

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

My signature No signature

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

Step 6: Scroll to bottom and click "Save Changes" or your signature will be lost

Only send a response to people in my Contacts



Only send a response to people in Victor Central School District

Save Changes Cancel









Step 7: Use dropdown to set your signature defaults

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

My signature

New email signature  

Scott Towels
Department Secretary
953 High Street, Victor NY 14564
585-924-3252 ext.1234
NOTE: My new email as of 11/14/22 is Scott.Towels@victorschools.org

Sans Serif        

+ Create new

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

New email signature No signature My signature New email signature

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

Step 8: Again, scroll to bottom and click "Save Changes" to complete your signature setup

Only send a response to people in my Contacts

Only send a response to people in Victor Central School District

Save Changes Cancel