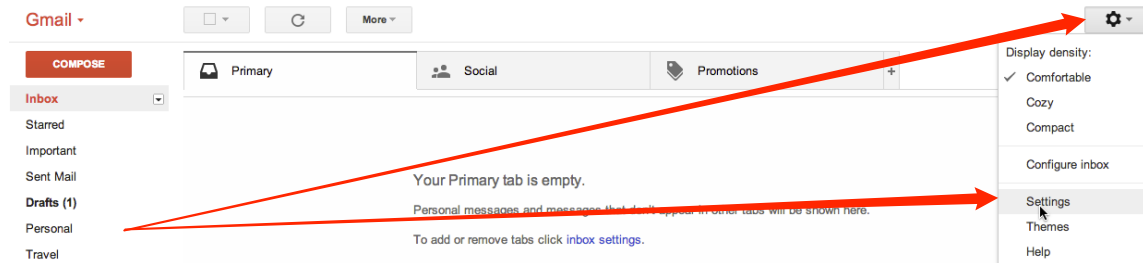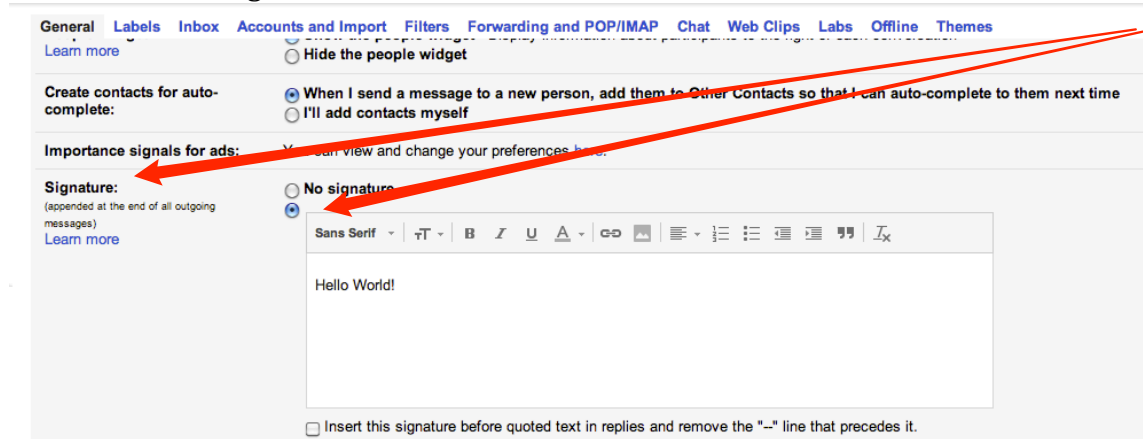# Gmail Tip: Add a Signature

1. Click the settings gear icon. Then click on "Settings".

2. Scroll down to the Signature Box. Type your signature. Make sure to click in the bubble next to "signature" to activate it.

3. When you are done, scroll down and click "Save Changes".