Gmail Tip: Add a Signature

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

Gmail -	□ · C More ·		-	\$×
COMPOSE	Primary	Social	Promotions +	Display density:
Inbox			•	Cozy
Starred				Compact
Important				Configure inhow
Sent Mail		Your Primary tab is empty.		Conliguie Inbox
Drafts (1)		Personal messages and messages that deal	t spear in other tass will be snown here.	Settings
Personal		To add or remove tabs click inbox settings		Themes
Travel		to add or remove tabs click indox settings.		Help

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

General Labels Inbox Account	nts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes
Learn more	⊖ Hide the people widget
Create contacts for auto- complete:	When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time ○ I'll add contacts myself
Importance signals for ads:	Y controlew and change your preferences beca
Signature: (appended at the end of all outgoing messages) Learn more	No signature Sans Serif ▼ T ▼ B I U A ▼ CO ■ E ▼ ⋮ : : : : : : : : : : : : : : : : : :
	□ Insert this signature before quoted text in replies and remove the "" line that precedes it.
. When you are don	ne, scroll down and click "Save Changes".

