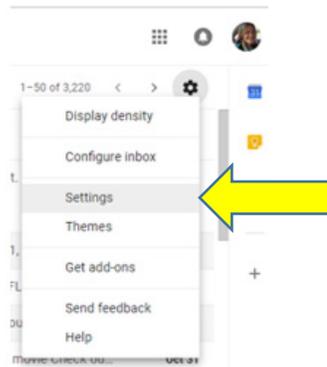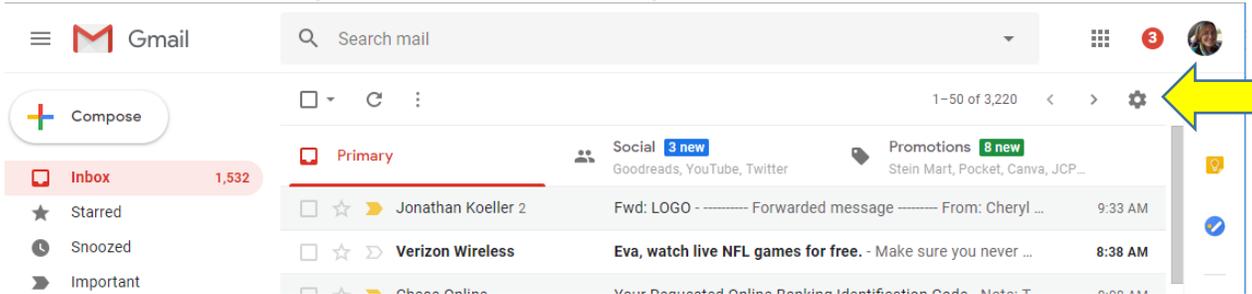# How to set up an email signature

- **Gmail**
    - Desktop: Click on the gear in the upper right, then settings, then scroll down to Signature (it's still under the General tab in Settings, but quite a ways down) and type in the signature you'd like to append to emails. Then scroll down to the bottom of the page and select "Save Changes"

- o On mobile devices: You can also set a mobile signature on the Gmail App by going to the main menu (three horizontal lines in the upper left). Scroll down to settings, then select your email address. On the next screen, select Mobile Signature and type in your signature, then click ok to save.

- **Yahoo**
  - o In "New Mail" version of Yahoo: Click the Settings menu icon. Click More Settings. Click Writing email. Under Signature, toggle the switch next your email address to the right. The switch will turn blue. Enter your signature text in the Signature field that appears below the switch. Note: There is no Save button. The signature will automatically be saved after you enter it.
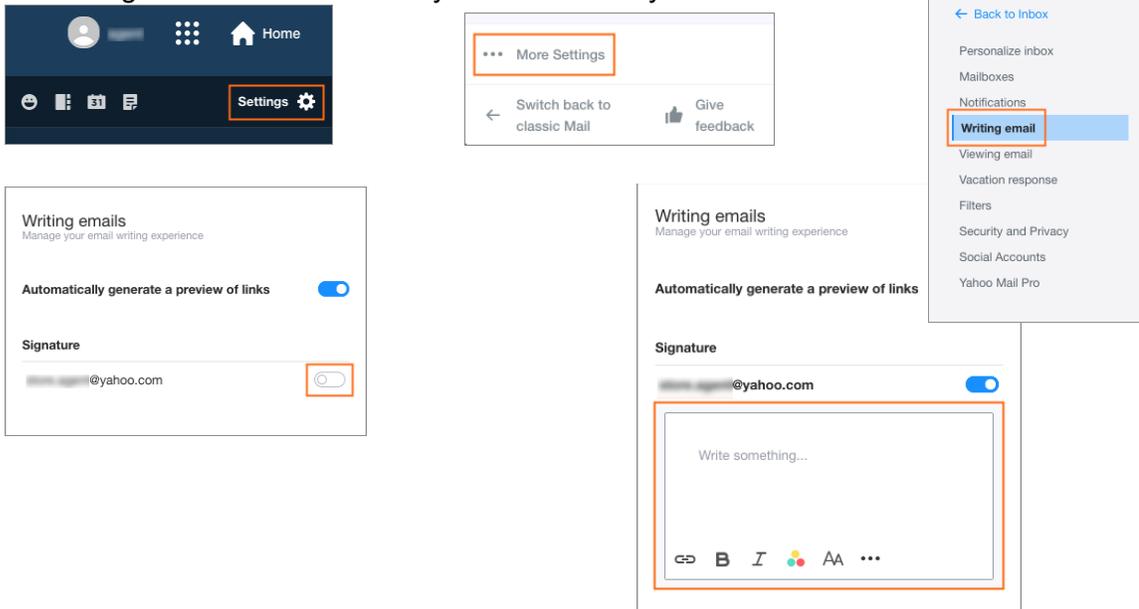
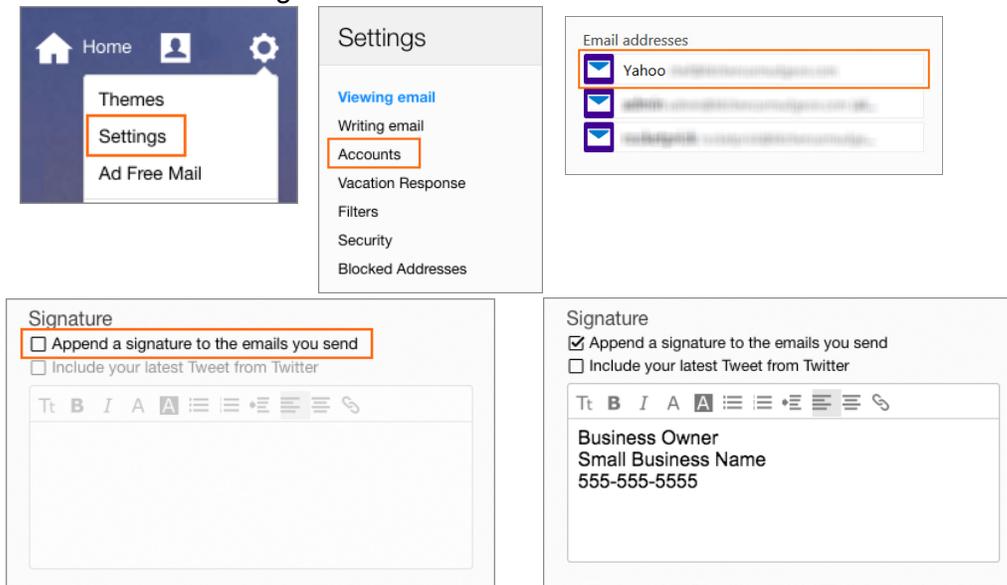 - o In "Classic Mail" version of Yahoo: Mouse over the Settings menu icon and click Settings. Click Accounts. Click the email address labeled Yahoo. Click the checkbox for Append a signature to the emails you send. Enter your signature text in the Signature field. Click Save.

- o In the "Basic Mail" version of Yahoo: Click the Settings Menu pull-down. Select Options. Click Go. Click Signature in the left column. Select Show a signature on all outgoing messages. Enter your signature in the text field. Click Save.

- **Hotmail**
  - o Click the "Options" button on the right side of the screen to open a list. Click "More options" to open the "Hotmail Options" pane. Click the "Message font and signature" link in the "Writing email" section to display two panes. The lower pane, labeled "Personal signature," is where you will add your signature. Select "Rich text" in the "Mode" drop list next to the button displaying the letter "A" and a red underline. Type your signature in the pane. Customize the signature by clicking and selecting the font and font size options you want, such as "Arial" and "10." Other options include "Align text left" and "Insert a line" to adjust the layout. Click "Save." The "Hotmail Options" pane appears.

- **AOL**
  - o Click on Options in the top right corner, then select Mail Settings. Click on Compose from the left menu. Ensure that Use Rich Text / HTML Formatting is ticked. From the Signature drop-down box, select Use Signature. Paste your email signature into the text box that opens up. At the bottom, click on Save Settings.
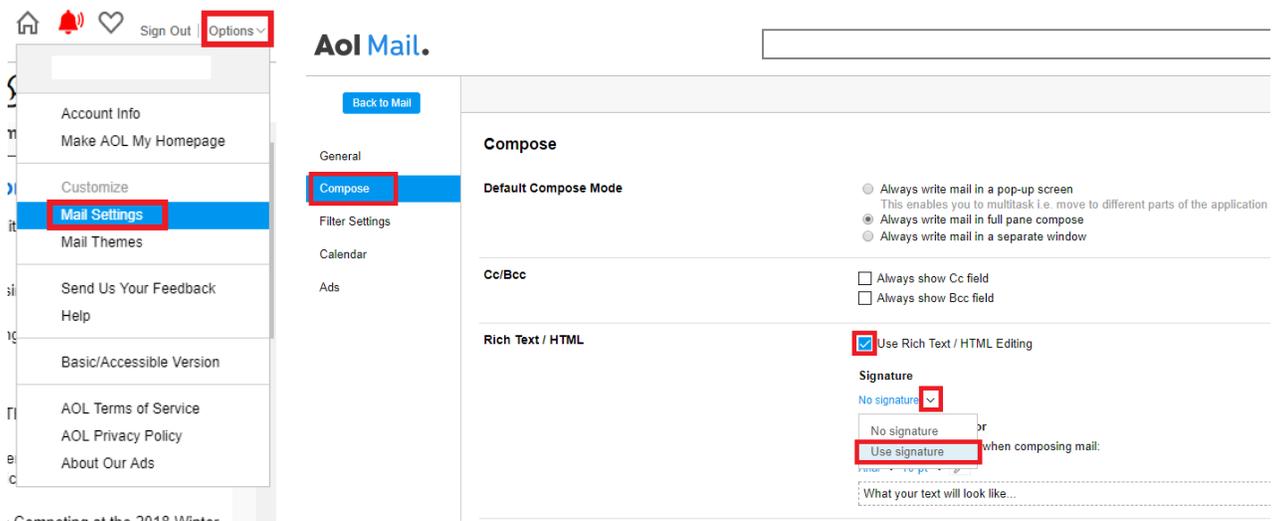
- **Outlook**
  - o Open a new email message. Select **Signature >** Signatures from the **Message** menu and follow the prompts.