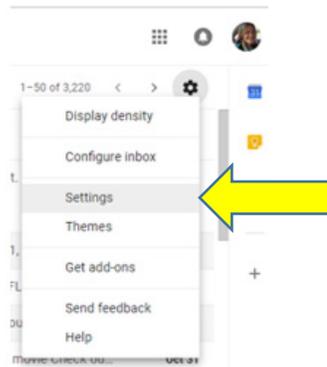
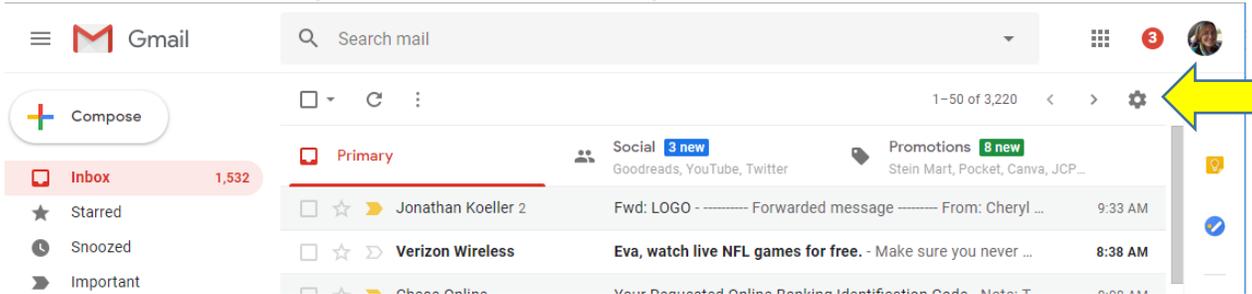


How to set up an email signature

- **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"



Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#) [Offline](#) [Themes](#)

My picture:
[Learn more](#)

Change picture Visible to everyone

Visible only to people I can chat with

If you have a Google Profile picture then it is always visible to everyone.



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: You can view and change your preferences [here](#).

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

No signature

Sans Serif Bold Italic Underline Text color Background color Bulleted list Numbered list Indent list Quote Link

God's blessings,
Eva [Koeller](#)
phone: 555-555-5555
For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord (Romans 8:38-39 [NIV](#)).

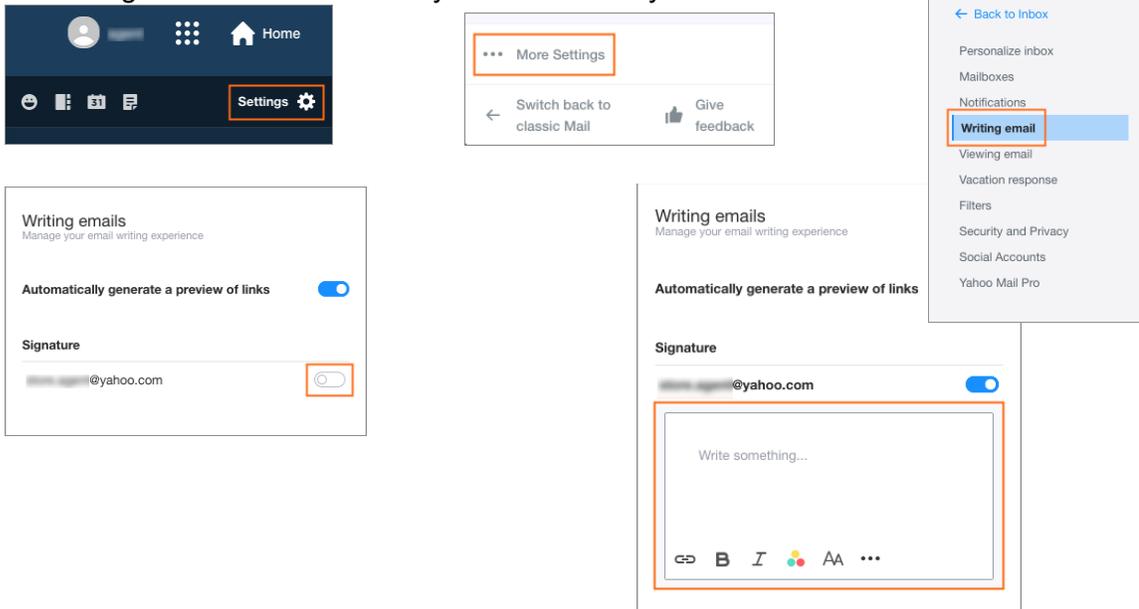
Insert this signature before quoted text in replies and remove the "-" line that precedes it.



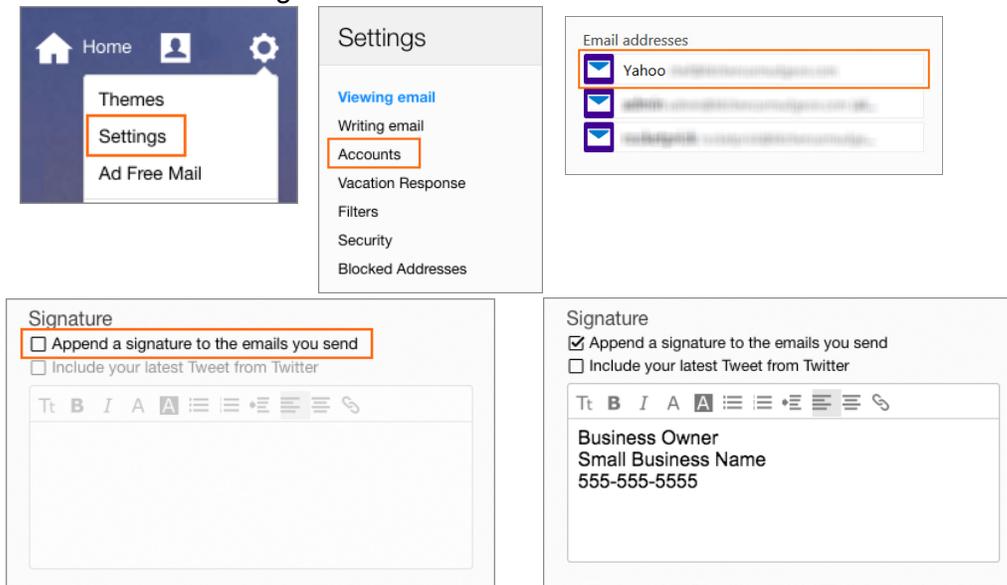
- On mobile devices: You can also set a mobile signature on the Gmail App by going to the main menu (three horizontal lines in the upper left). Scroll down to settings, then select your email address. On the next screen, select Mobile Signature and type in your signature, then click ok to save.

- **Yahoo**

- 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.



- 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.



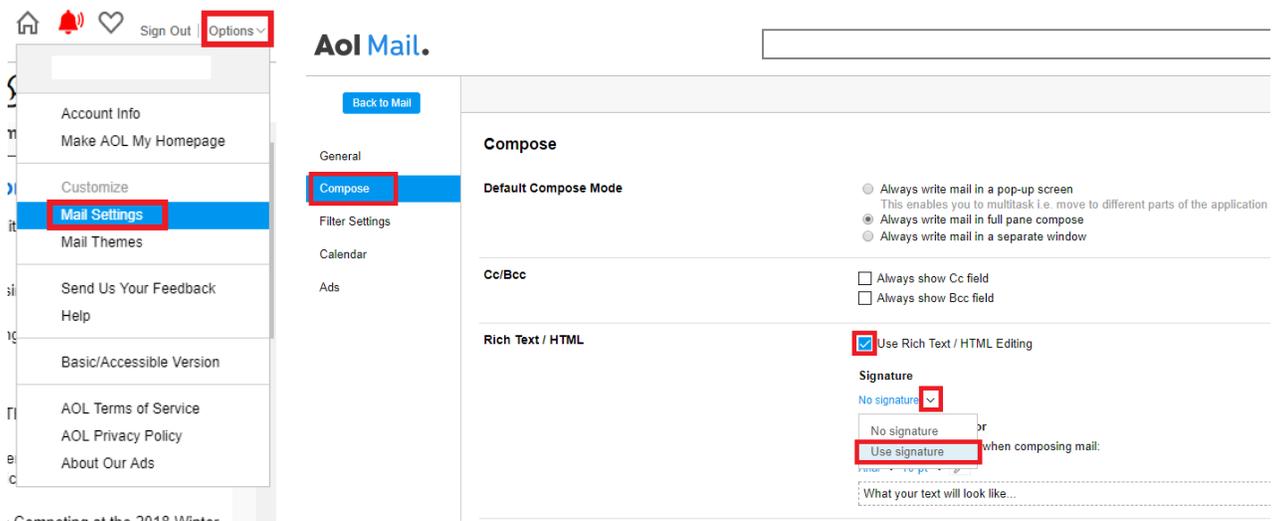
- In the “Basic Mail” version of Yahoo: Click the Settings Menu pull-down. Select Options. Click Go. Click Signature in the left column. Select Show a signature on all outgoing messages. Enter your signature in the text field. Click Save.

- **Hotmail**

- 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**

- 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**

- Open a new email message. Select **Signature > Signatures** from the **Message** menu and follow the prompts.

