# How to Add Signatures to G-Mail

If you want to add your personalized signature information to your email, follow these steps

How to Add Signatures to G-Mail

1. Open your Google Chrome Browser.
2. Login to your G-mail account.
3. Click on the settings icon in the upper right of the screen.
4. Scroll down to **Signature** settings.
5. Click on **+Create New**.
6. Create a name for your signature.
7. Type your signature into the text box.
8. Select your desired defaults for new email and reply/forward.
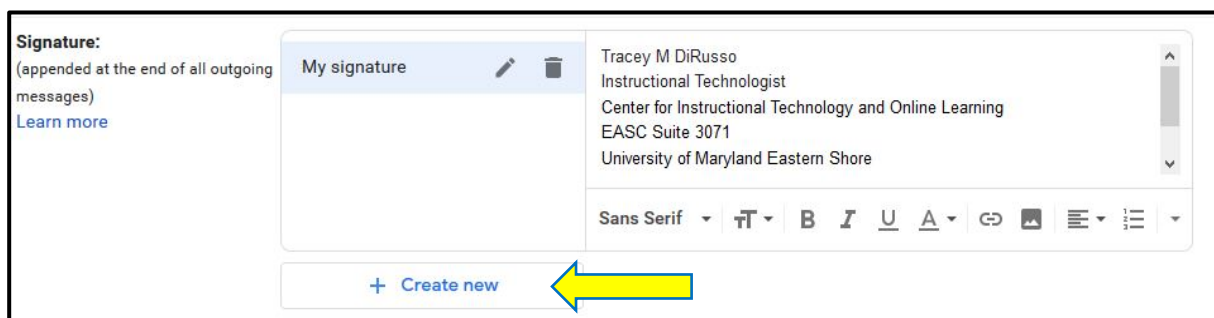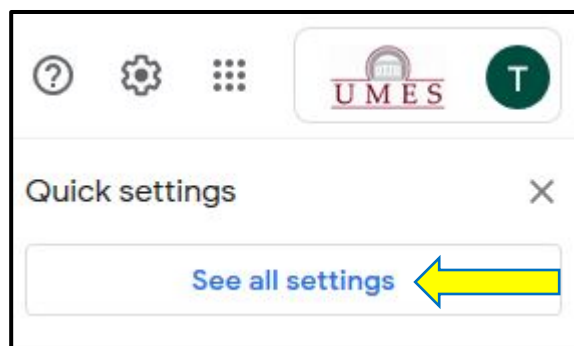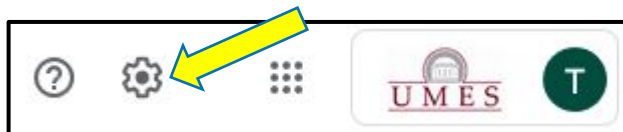
9. Click on **Save Changes**.

Warning Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.