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.



Signature: (appended at the end of all outgoing messages) Learn more	My signature 🖍 📋		Î	Tracey M DiRusso Instructional Technologist Center for Instructional Technology and Online Learning EASC Suite 3071 University of Maryland Eastern Shore	*
	+ Create new				

signature defaults		
MAIL ADDRESS		
tdirusso@umes.edu		~
FOR NEW EMAILS USE	ON REPLY/FORWARD USE	
My signature	✓ My signature	

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.