

HOW TO CHANGE YOUR EMAIL SIGNATURE

Sample Signature:

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Insert Laboratory Name Here

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font: calibri / size: 11 pt / color: gray (20% black)

Gmail

To set up a signature automatically added to emails you compose in Gmail:

- Click on the cog wheel in the upper right hand corner of the screen and select 'Mail Settings'
- Select the [General](#) tab.
- Copy sample signature and paste it into the box (to retain formatting and links)
- Edit signature with your information
- Add your email address. Highlight it and select the "link" graphic in the formatting bar. A box will come up. Click 'Change' to make your email address live – then click the x in the box to close the box
- If the logo doesn't copy, go here to insert one.
 - Click your cursor at the bottom of the signature
 - Select the graphic button on the formatting bar (it looks like a mountain)
- Click Save Changes at the bottom of the page

Gmail will now insert the signature automatically when you compose a message.

Move Your Gmail Signature Above Quoted Text in Replies

To have Gmail insert your signature right after your message and above the original message in replies:

- Select Settings from the top Gmail navigation bar.
- Go to the [Labs](#) category.
- Make sure Enabled is selected under Signature tweaks.
- Click Save changes.
- Go to the signature editor as outlined above and add the [standard signature delimiter](#)

Macmail

To set up a signature in Macmail:

- Go to Mail – Preferences – a box will open
- Click the Signatures button

- In the second column, hit the “+” button to create a new signature
- Copy and paste signature sample signature into the box (to retain formatting)
- Edit with your information, including adding the name of your lab on the line under “University of Maryland Center for Environmental Science”
- To change font and size, right click on text and go to fonts menu
- To make your email address an “active” link – enter your email address and then highlight it
- Go to menu at the top of your screen and click ‘Edit’ – select ‘Add Link’
- Enter your email address in the box and hit okay – your email address should now be blue and underlined
- Set preferences to include signature when composing a message