

HOW TO CHANGE YOUR EMAIL SIGNATURE

Sample Signature:

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Gmail

To set up a signature for emails you compose in Gmail:

1. On a computer, open [Gmail](#).
2. At the top right, click the settings icon .
3. Select **Settings**.
4. Scroll down to the "Signature" section and enter your new signature text in the box.

Copy and paste sample signature and edit or format your text using the buttons above the text box.

Suggested font: Tahoma / size: normal / color: dark gray

5. Insert logo: Above the signature text box, click **Insert image** .

Upload logo and select size medium

6. At the bottom of the page, click **Save Changes**.