Google Email (Gmail) Signature Instructions

Step 1. Take your copied signature and go into Gmail. In Gmail, you may see a Machine Bearing icon on the upper right hand side. In the drop down menu, go to Settings.



Step 2. Scroll down to the Signature section in Settings and paste your copied text in the large box. Once pasted, scroll to the bottom and hit Save Changes.



Outlook Email Signature Instructions for Mac

Step 1. In Outlook, click New Email in the top right of the application.



Step 2. Under Message, click Signature, then click Edit Signatures.



Step 3. Click Add a signature

Step 4. A new signature appears under Signature Name with the name Untitled.

Signature name	Signature
Standard	
Untitled	
+ -	

Step 5. Double-click Untitled, and then type a name for the signature. This name does not appear in the signature in your messages; it is only for your reference.

Signature name	Signature
Standard	
John Doe	

Step 6. In the right window pane, paste in the signature copied from the UWG E-Signature page.

Signature name	Signature
Standard	John Doe
John Doe	Web Specialist
	Communications & Marketing
	University of West Georgia
	1601 Maple Street, Carrollton, GA 30118
	p: 678-839-1234
+ -	idoe@westaa edu

Step 8. Under Choose default signature, make sure New Messages and Replies/Forwards have the new email signature we created.

orginator o marrie	Signature
Standard John Doe + - ose default signature:	John Doe Web Specialist Communications & Marketing University of West Georgia 1601 Maple Street, Carrollton, GA 30118 p: <u>678-839-1234</u>
	John Doe
Account:	
Account: New messages:	John Doe

Step 9. Close the Signature box.

Outlook Email Signature Instructions for Windows

Step 1. In Outlook, click New E-mail in the top left of the application.



Step 2. Under the Message tab, click Signature followed by Signatures.

Q		Z	5	t
Attach Attac File Item	Attach Item *	Signature *	Attach F Adobe Send	ile d d
	Includ	<u>S</u> ign	atures	d

Step 3. Click New and name the signature. Click OK.

E-mail Signature	Personal Stationery	
Sele <u>c</u> t signature t	o edit	Choose default signature
Delete	New	E-mail account:
Edi <u>t</u> signature Calibri (Body)	<u>v</u> 11 v B	Image: New Signature Image: Signature Image: Imag

Step 4. Select the new signature so it is highlighted as seen below.

<u>E</u> -mail Signature	Personal Station	hery		
Select signature to	o edit			Choose default
e-signature tuti	orial		*	E-mail accour New message Replies/forwa
Delete	New	Save	Rename	
Edi <u>t</u> signature Calibri (Body)	• 11 •	B I U	Automatic	

Step 5. Paste your signature into the text field. Click OK.



Step 6. After composing an e-mail under the Message tab, click Signature followed by your new signature to insert your signature.

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Attach Item *	Signature	Attach File via Adobe Send & Tr	acl
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	Signatures		