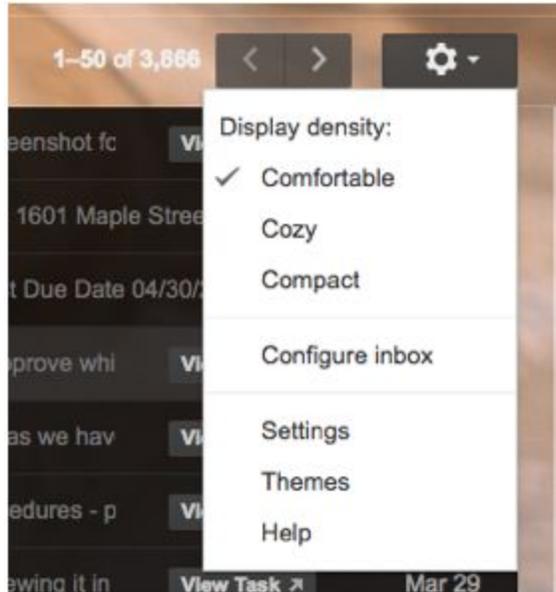
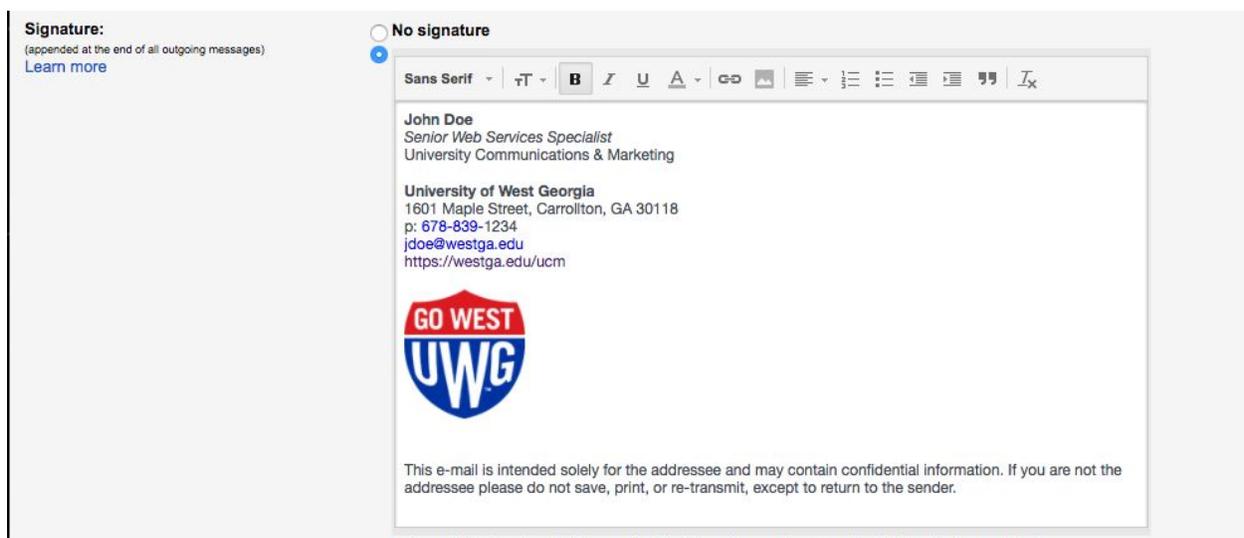


# Google Email (Gmail) Signature Instructions

**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.

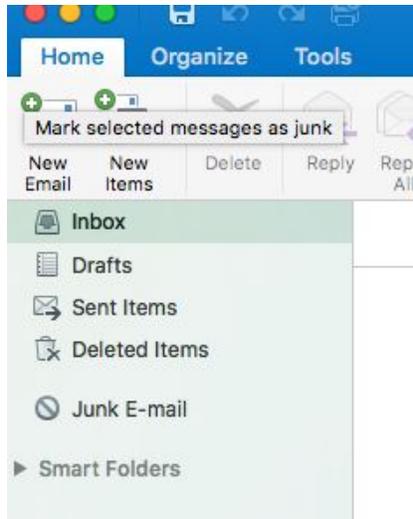


**Step 2.** Scroll down to the Signature section in Settings and paste your copied text in the large box. Once pasted, scroll to the bottom and hit Save Changes.

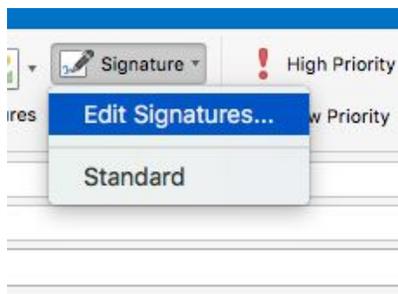


# Outlook Email Signature Instructions for Mac

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



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

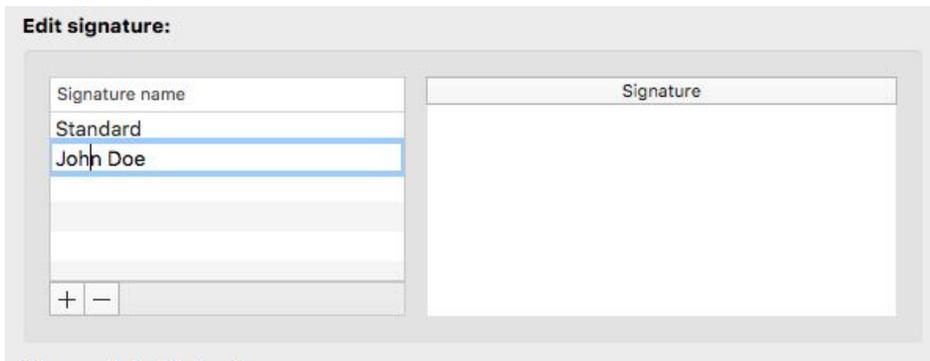


**Step 3.** Click Add a signature  .

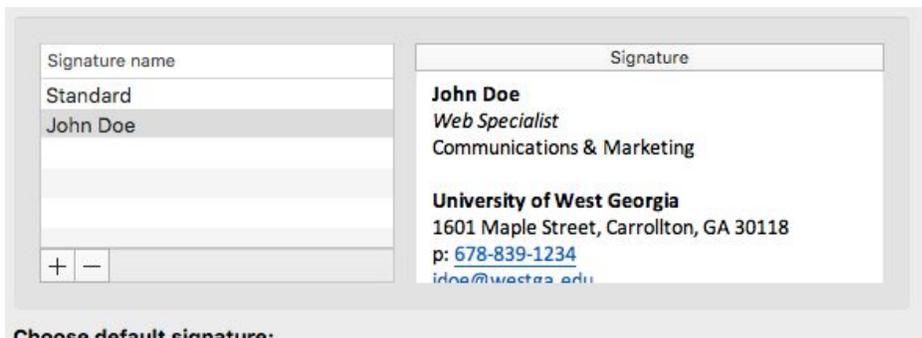
**Step 4.** A new signature appears under Signature Name with the name Untitled.



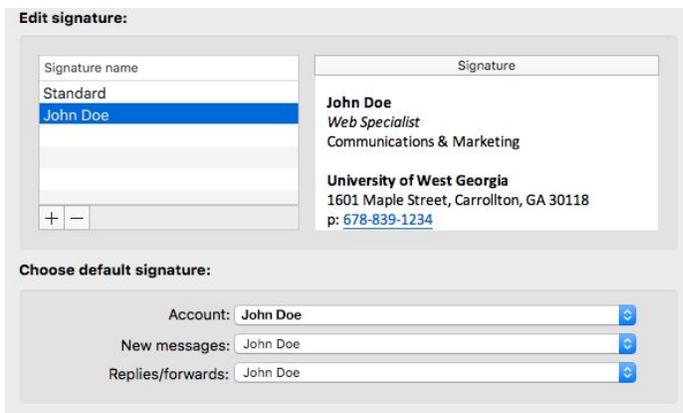
**Step 5.** Double-click Untitled, and then type a name for the signature. This name does not appear in the signature in your messages; it is only for your reference.



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



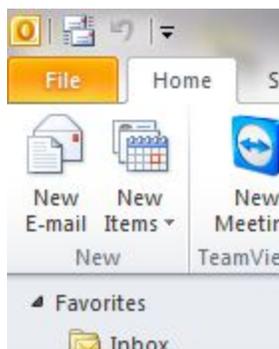
**Step 8.** Under Choose default signature, make sure New Messages and Replies/Forwards have the new email signature we created.



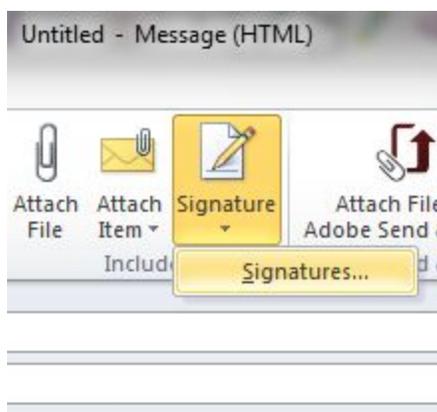
**Step 9.** Close the Signature box.

# Outlook Email Signature Instructions for Windows

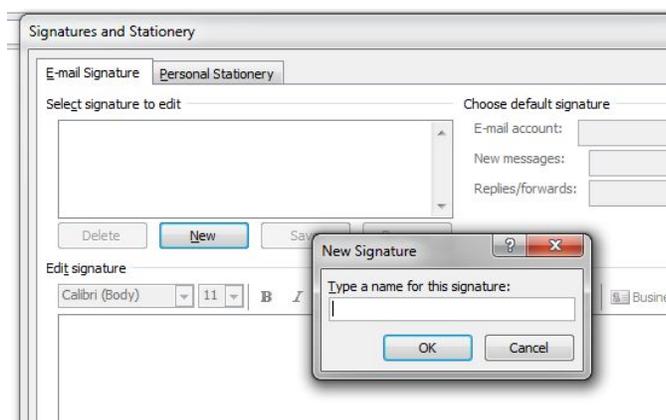
**Step 1.** In Outlook, click New E-mail in the top left of the application.



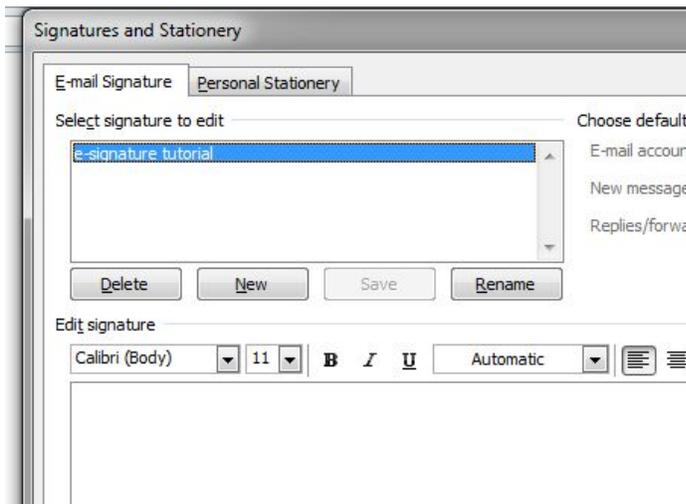
**Step 2.** Under the Message tab, click Signature followed by Signatures.



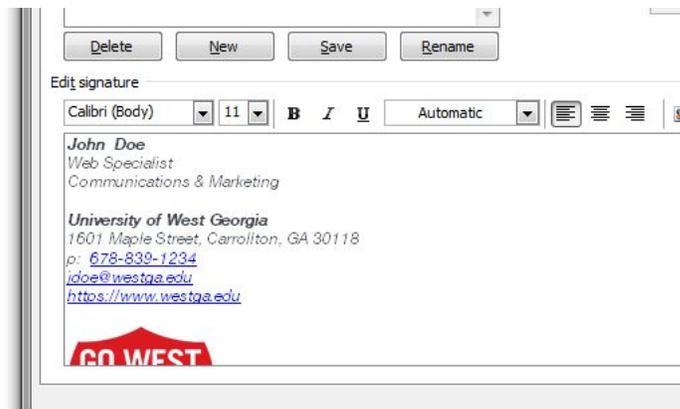
**Step 3.** Click New and name the signature. Click OK.



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



**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.

