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.