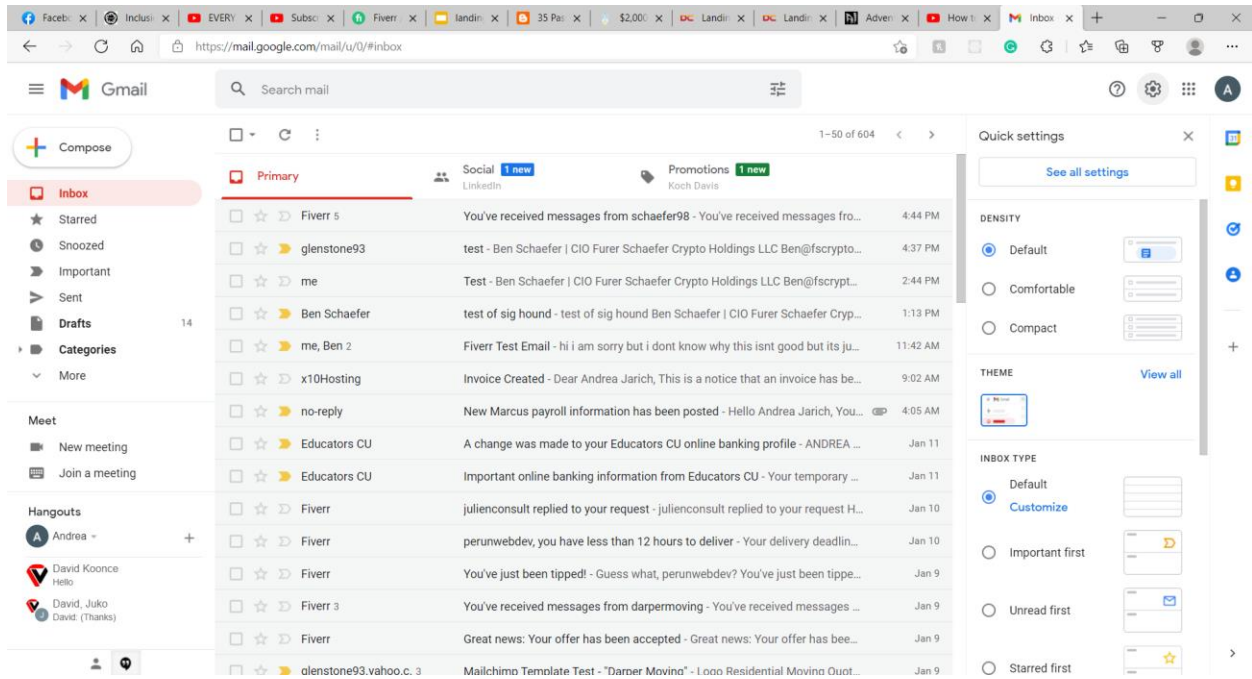
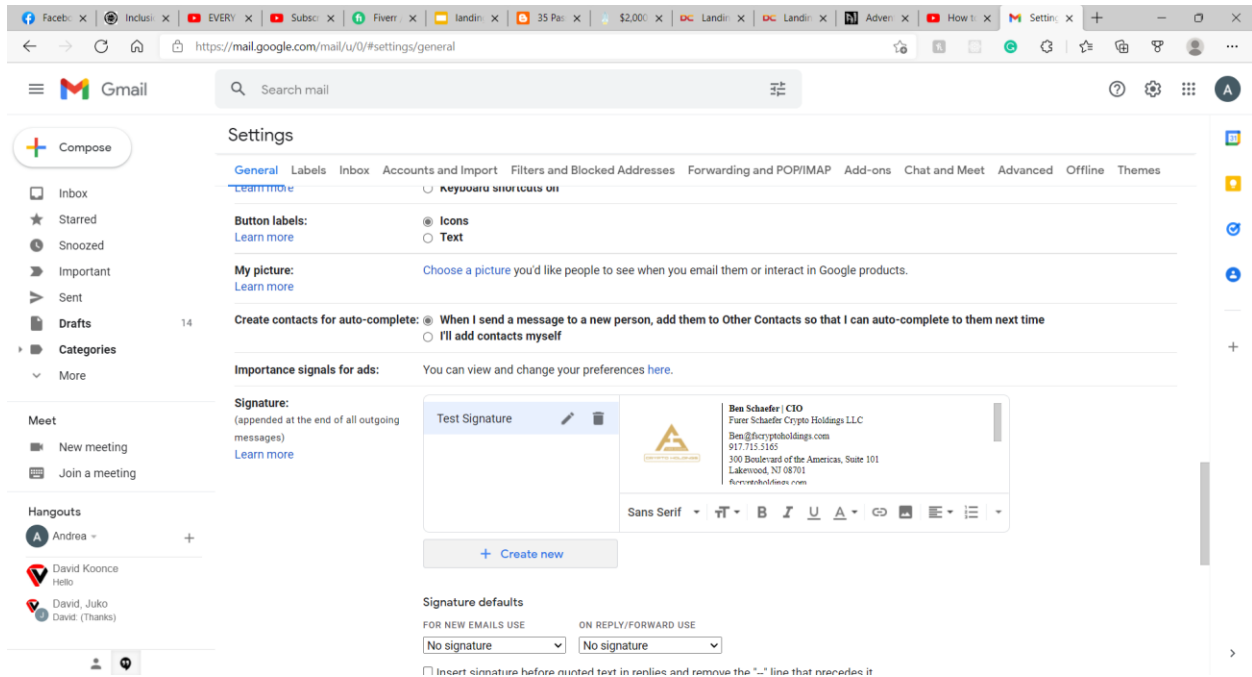


How to Add an HTML Signature in Gmail

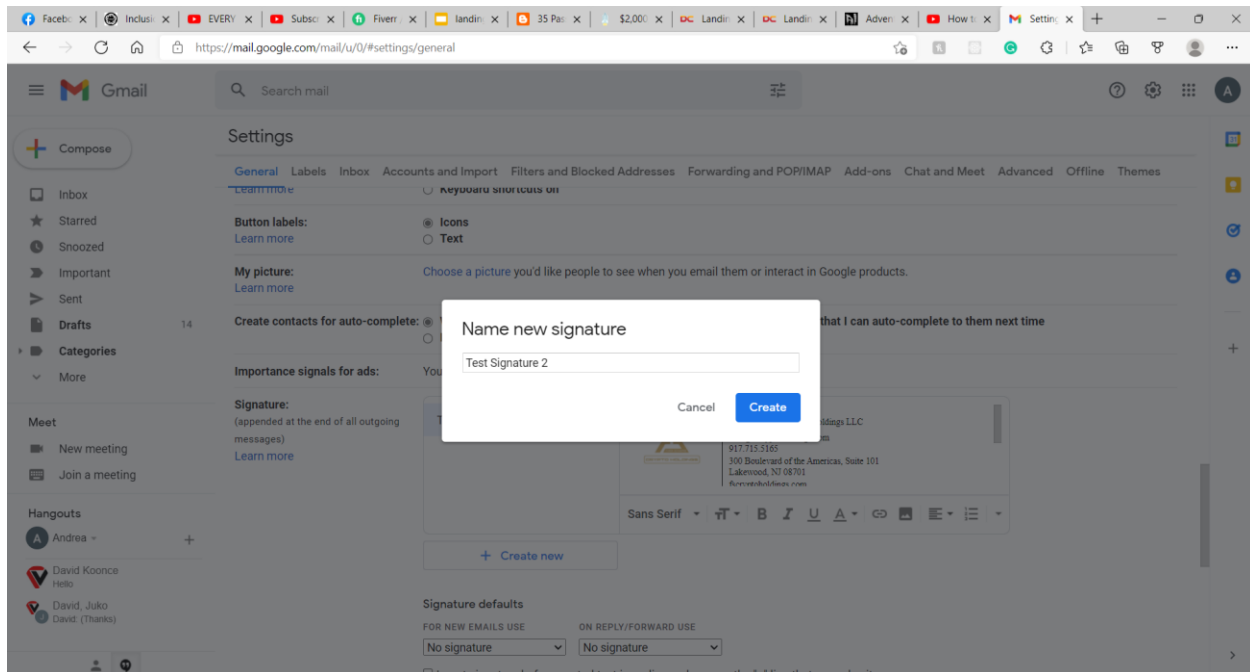
1. Open google mail on your computer. Go to settings, then click See all settings.



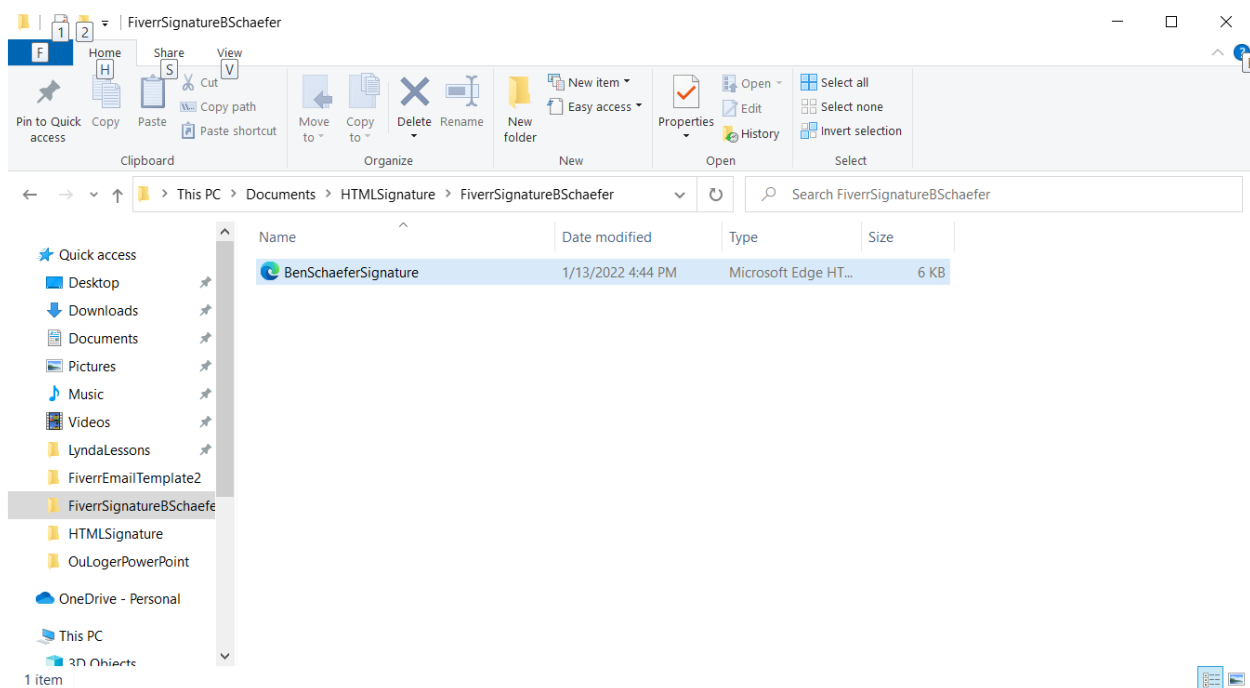
2. Stay on General settings. Scroll down until you see Signature. Click New Signature.



3. Name your new signature and click Create.



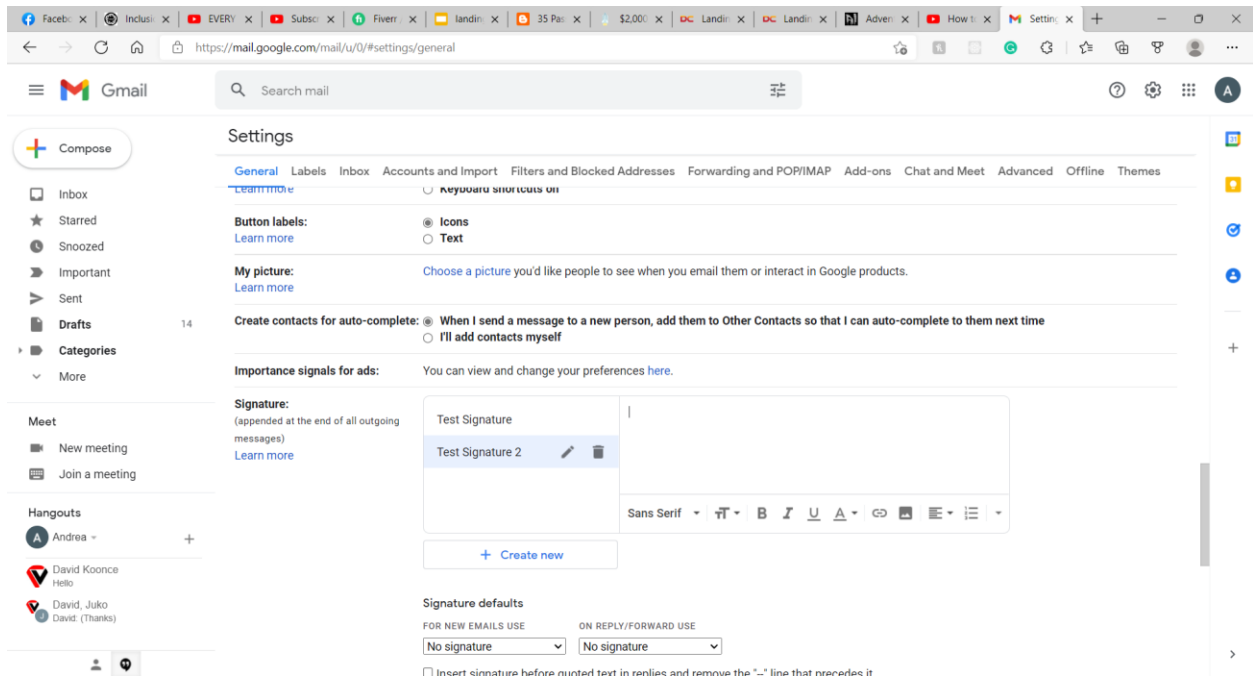
4. Go to the html file of the signature in your computer's documents. Right click on the signature file, go to Open With, then click an internet browser of your choosing.



5. When you're on the internet browser that is displaying your signature, push down on Command+A then push down on Command+C. This will copy the HTML email signature.



6. Back in Google Mail, click on the white box in the signature area and push down on Command+V. This will paste the signature into the white box.

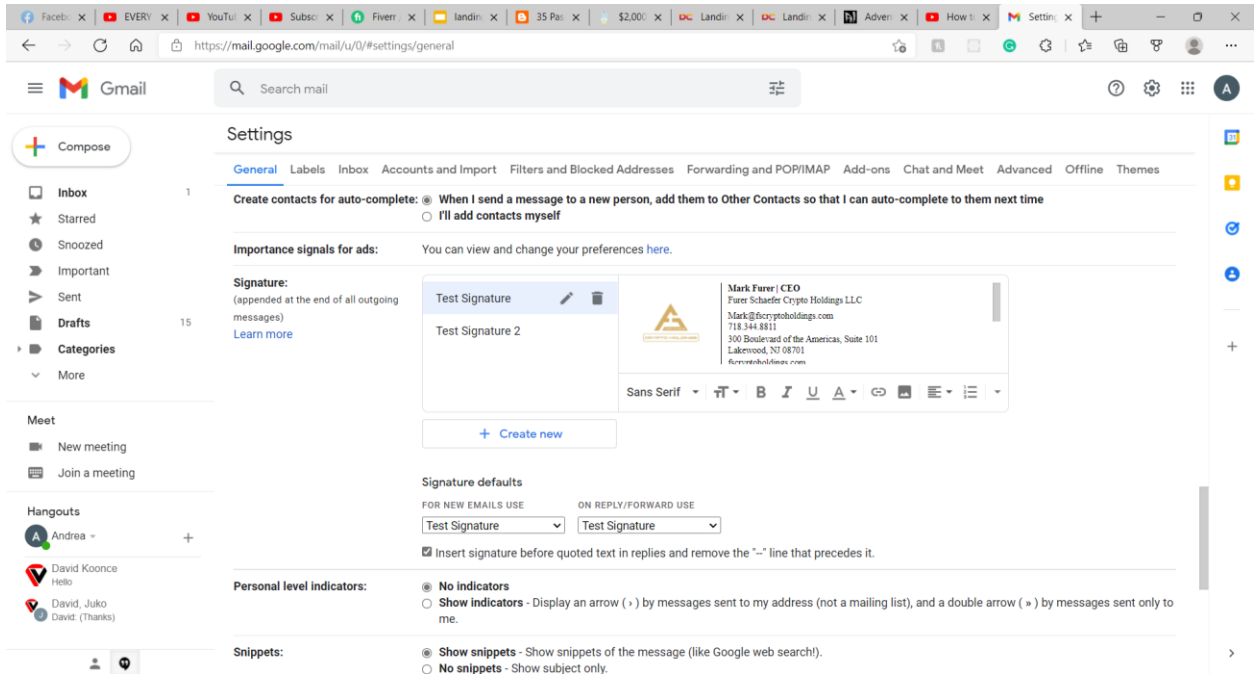


The screenshot shows the Gmail 'Settings' page for a user. The 'Signature' section is active, displaying two signature options: 'Test Signature' and 'Test Signature 2'. Below this, the 'Signature defaults' section has two dropdown menus: 'FOR NEW EMAILS USE' and 'ON REPLY/FORWARD USE', both currently set to 'No signature'. A checkbox for 'Insert signature before quoted text in replies and remove the "-" line that precedes it' is unchecked.

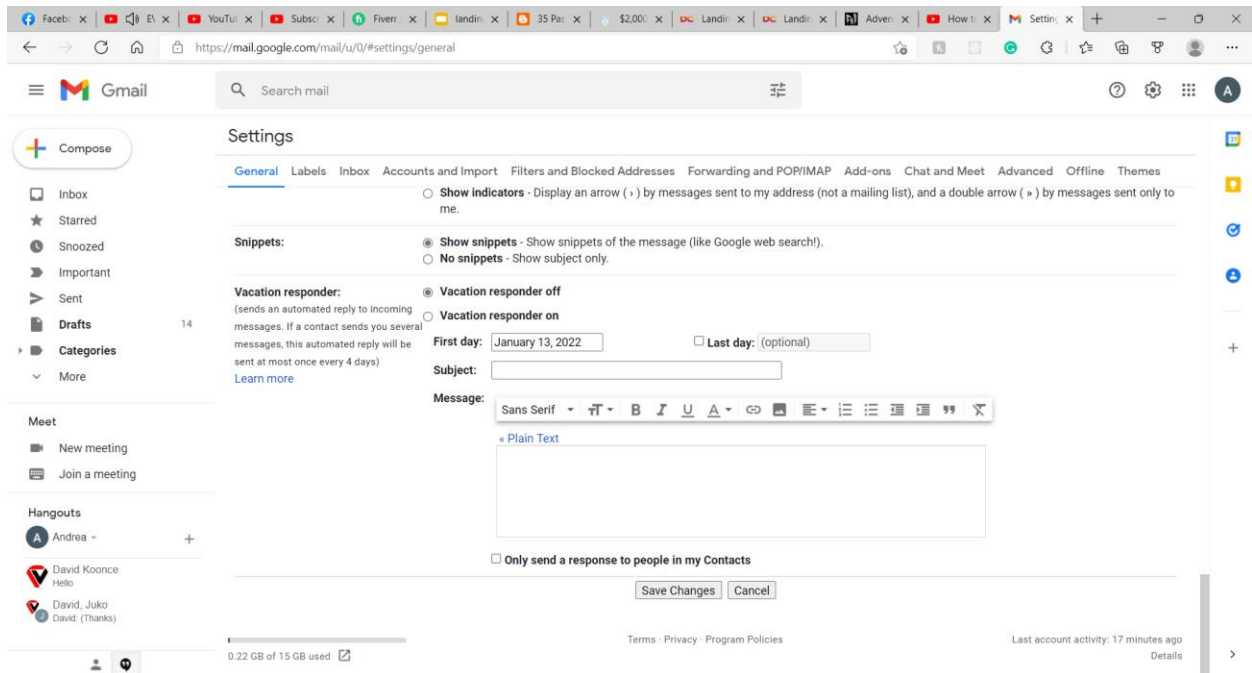
7. In the Signature defaults area, choose the name of your signature for both of your drop-down boxes.

The screenshot shows the same Gmail 'Settings' page. In the 'Signature defaults' section, both dropdown menus are now set to 'Test Signature 2'. The checkbox for 'Insert signature before quoted text in replies and remove the "-" line that precedes it' is now checked. Below this, the 'Personal level indicators' section is visible with 'No indicators' selected.

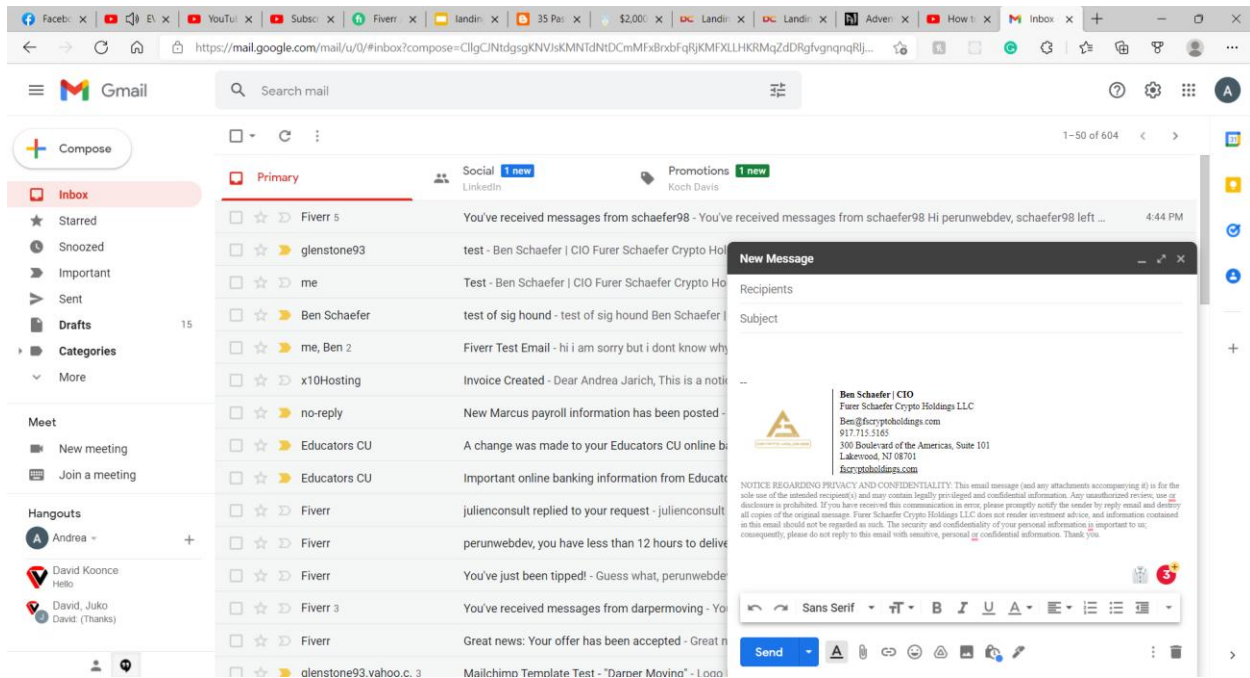
8. Click the check box next to "Insert signature before quoted text in replies and remove the "-" line that precedes it.". Otherwise, you will get "-" above the signature.



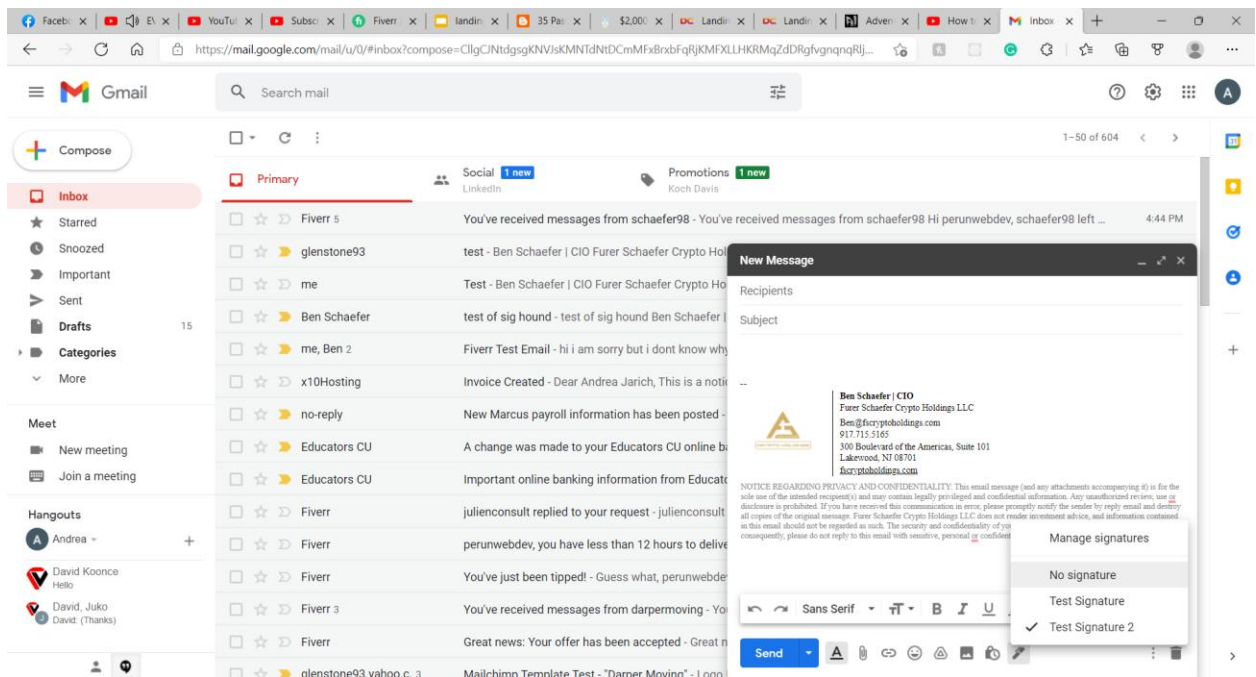
9. Scroll down and click Save Changes at the bottom.



10. When you compose an email, the email signature will automatically appear in your email.



11. If you want to switch between email signatures or have the email not have a signature at all, click on the pen icon and choose what you want.



12. Two Important Notes!

1. When using your Gmail app on your phone, make sure Mobile Signature in signature settings is turned off. The mobile signature doesn't allow for you to use images and such. When the mobile signature is turned off, it uses the signature that you set as default on your desktop.

TFW LTE

6:08 PM

82%



Signature settings

Mobile Signature



Your signature will be added to your message after you send it.

2. When you type an email in the Gmail app on your phone, the signature will not appear. However, the person receiving the email sent from your phone will see the email signature.

Reference: <https://www.youtube.com/watch?v=d4R70XGLLj0>