# How to Upload Your Email Signature (Gmail)

16 Steps View most recent version

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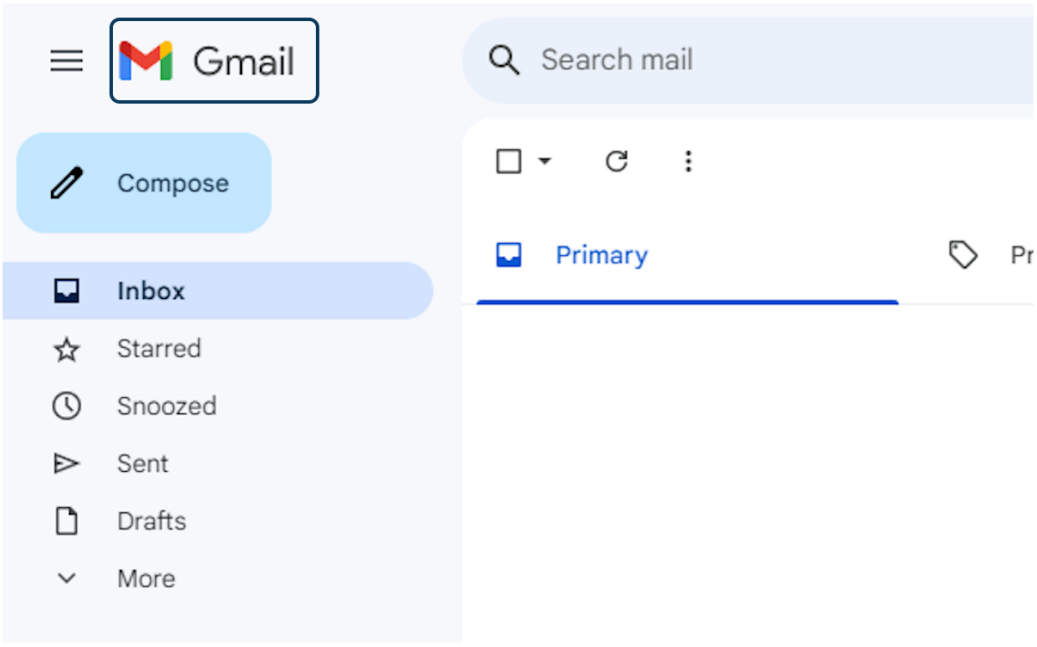
| --- | --- | --- |
| Landon Huff | January 19, 2024 | January 19, 2024 |

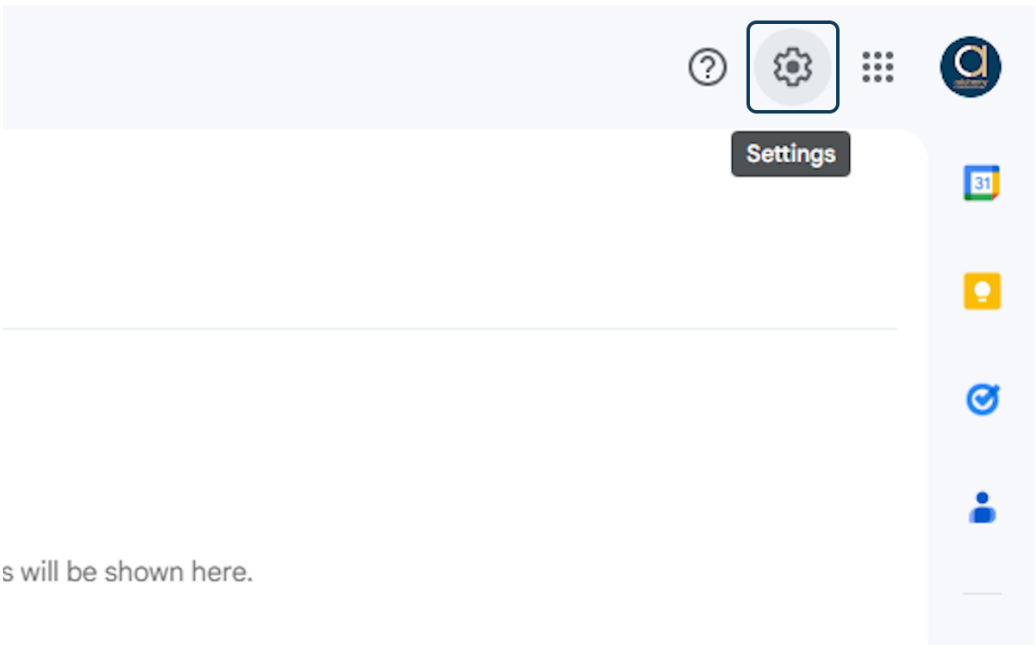
STEP 1

## Log into your Google account and go to Gmail to begin.



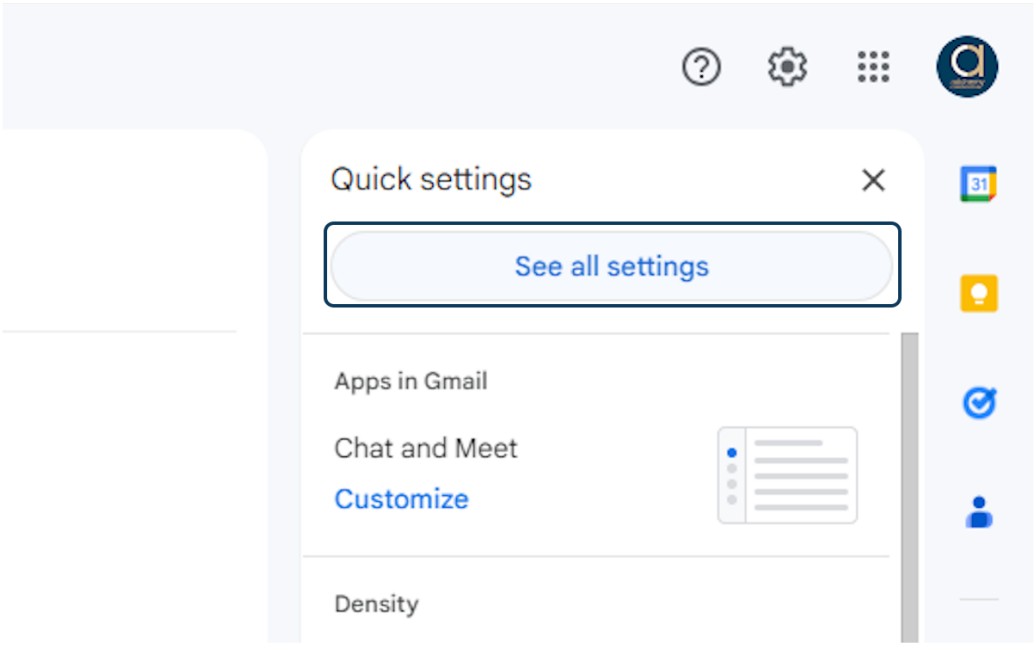

STEP 2

## In the upper right-hand corner, locate and click on the gear icon.



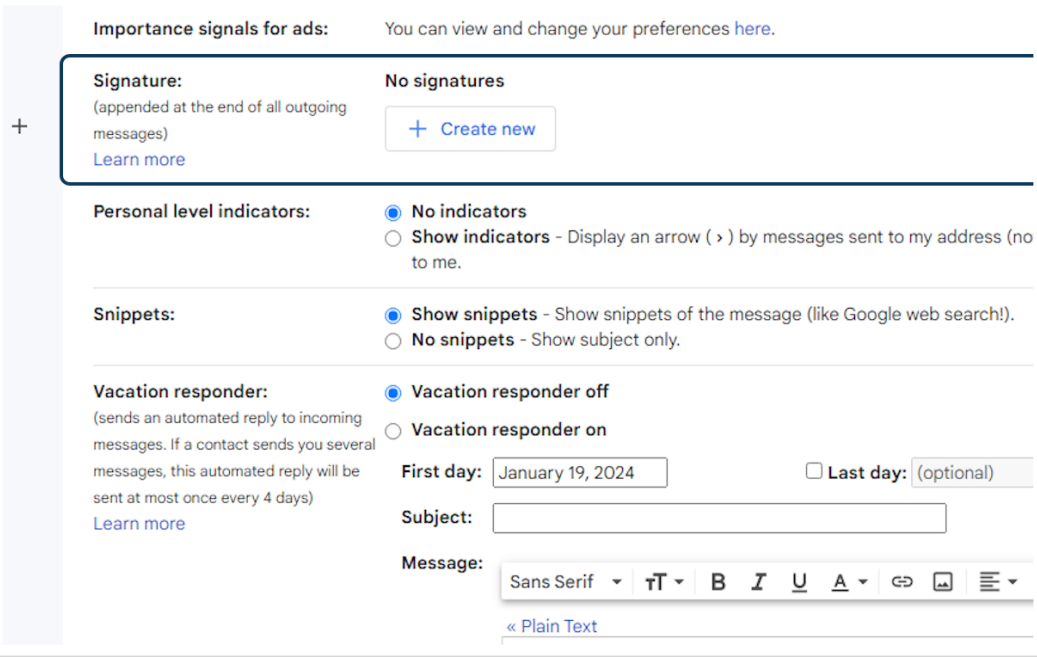
STEP 3

## Click on the button that says "See all settings".



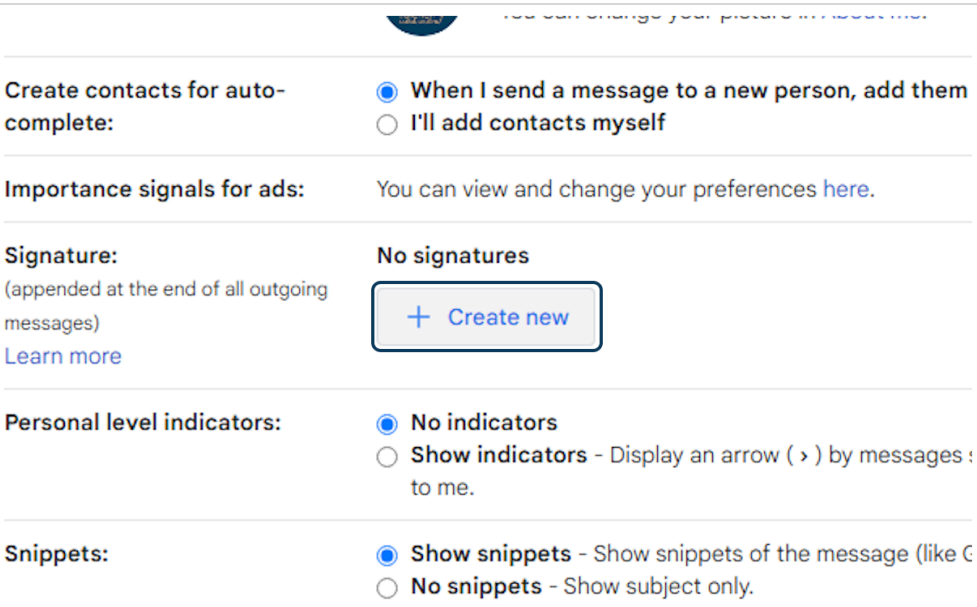

STEP 4

## Scroll down until you find the "Signature" section.



STEP 5

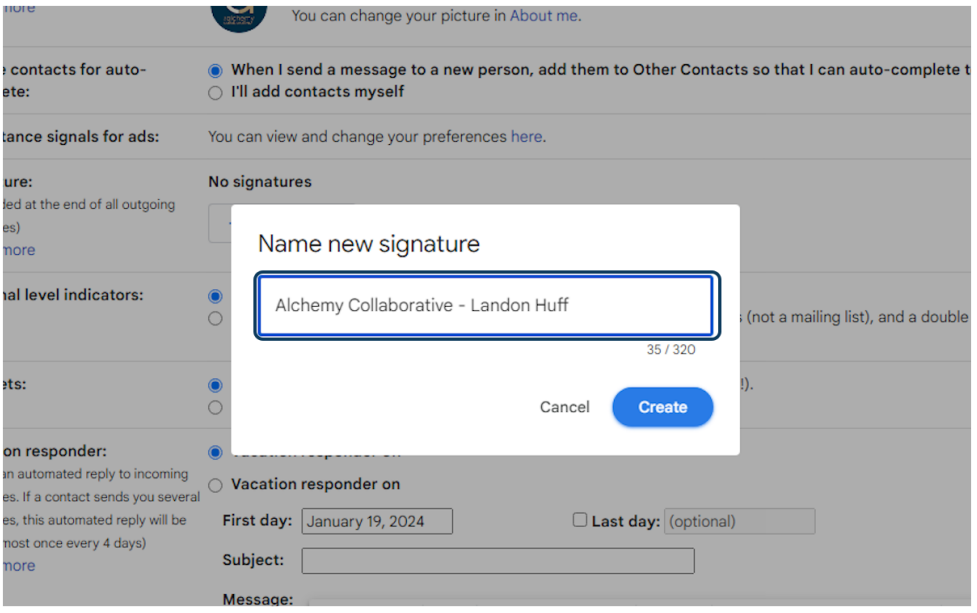
## Click on the "Create new" button to set up your new signature.




STEP 6

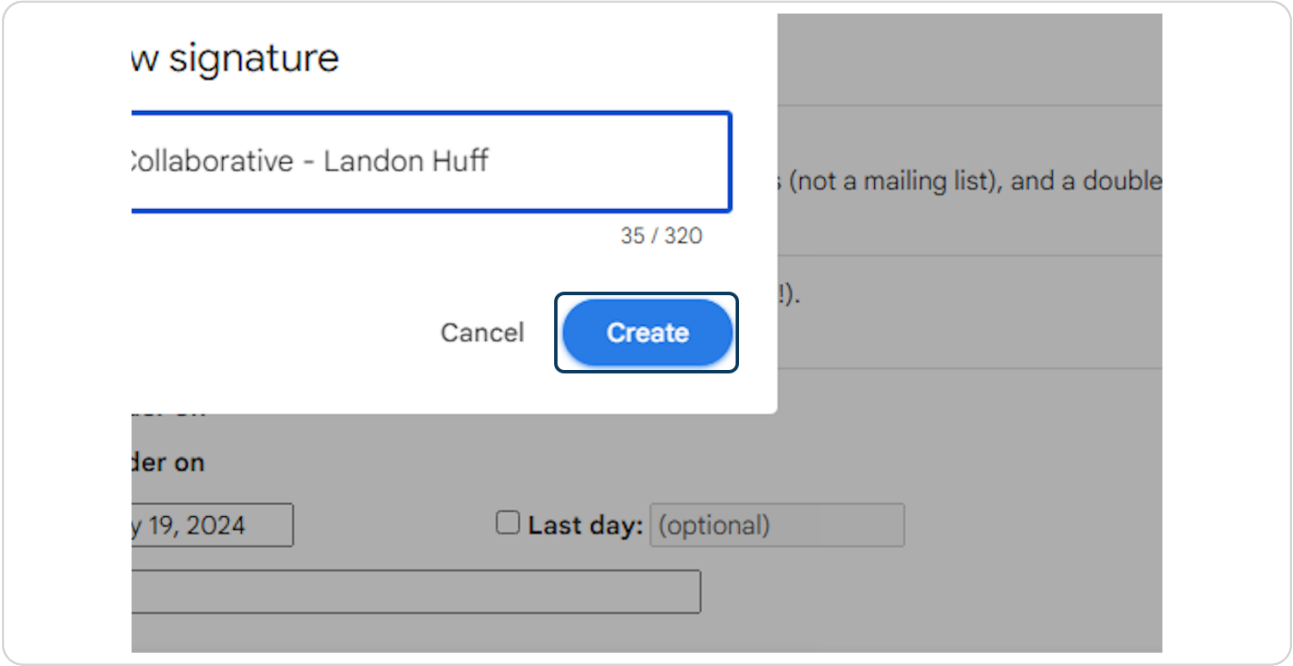
## Give your signature a name.

We recommend using your place of employment followed by your name for easy differentiation if you have multiple signatures.



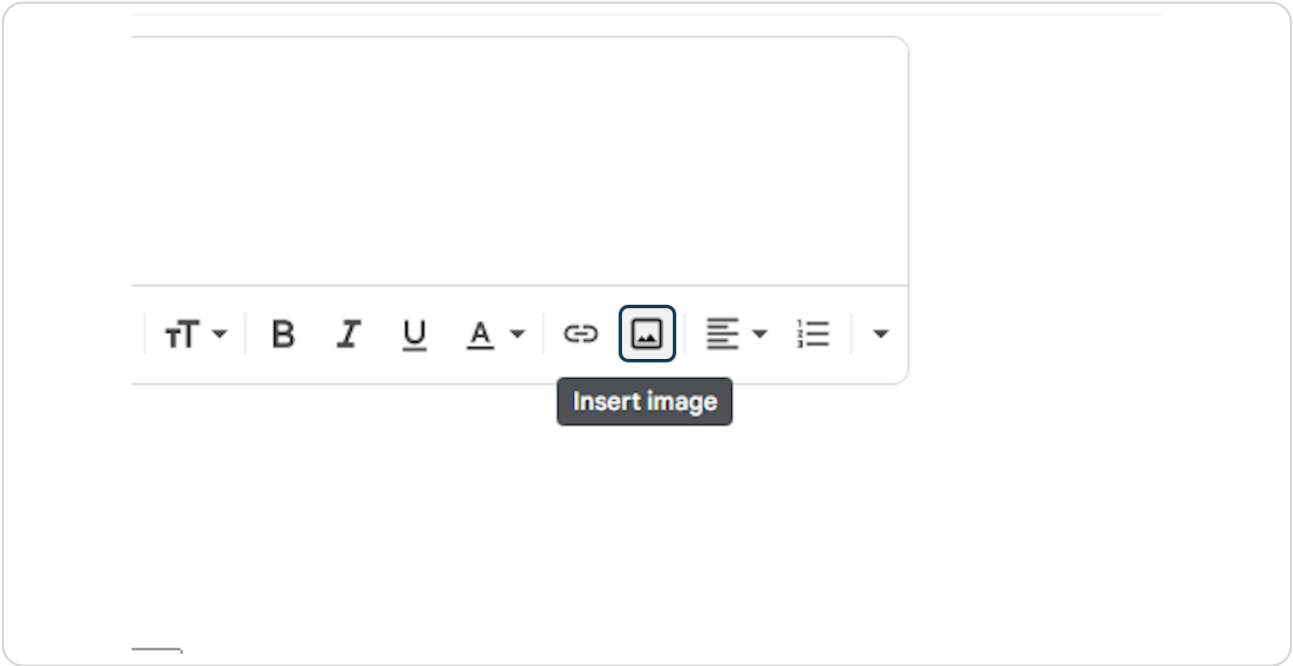
STEP 7

## Click on the "Create" button.



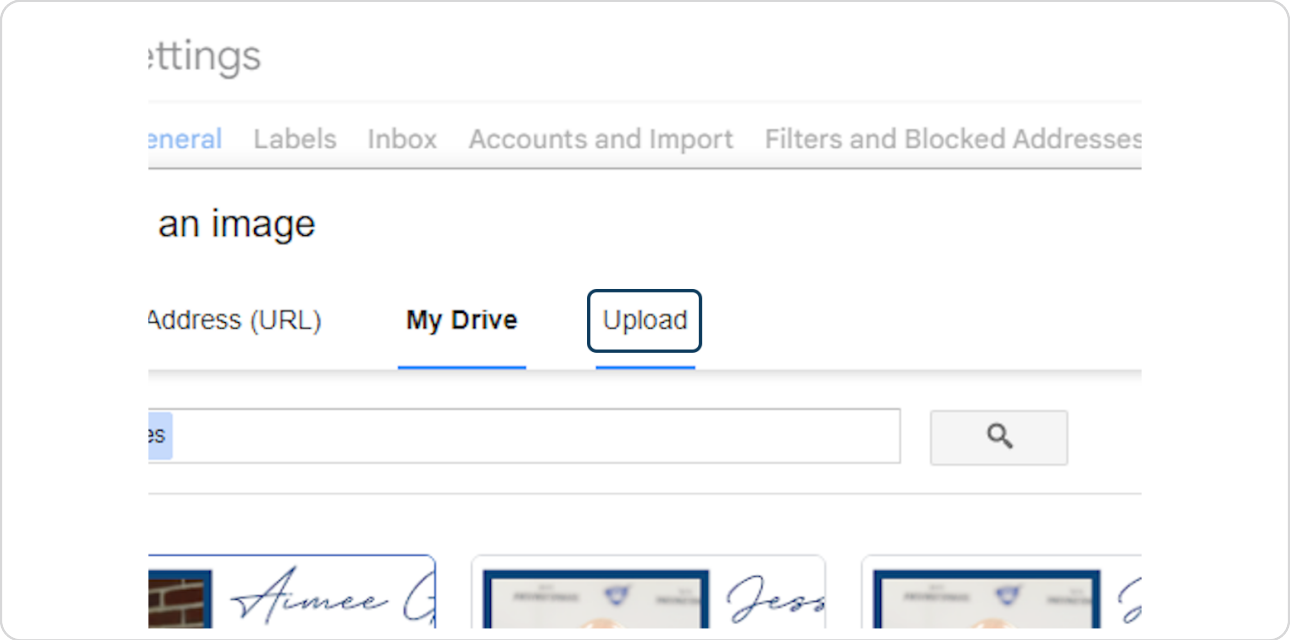

STEP 8

## Click on "Insert image" within the signature editor.



STEP 9

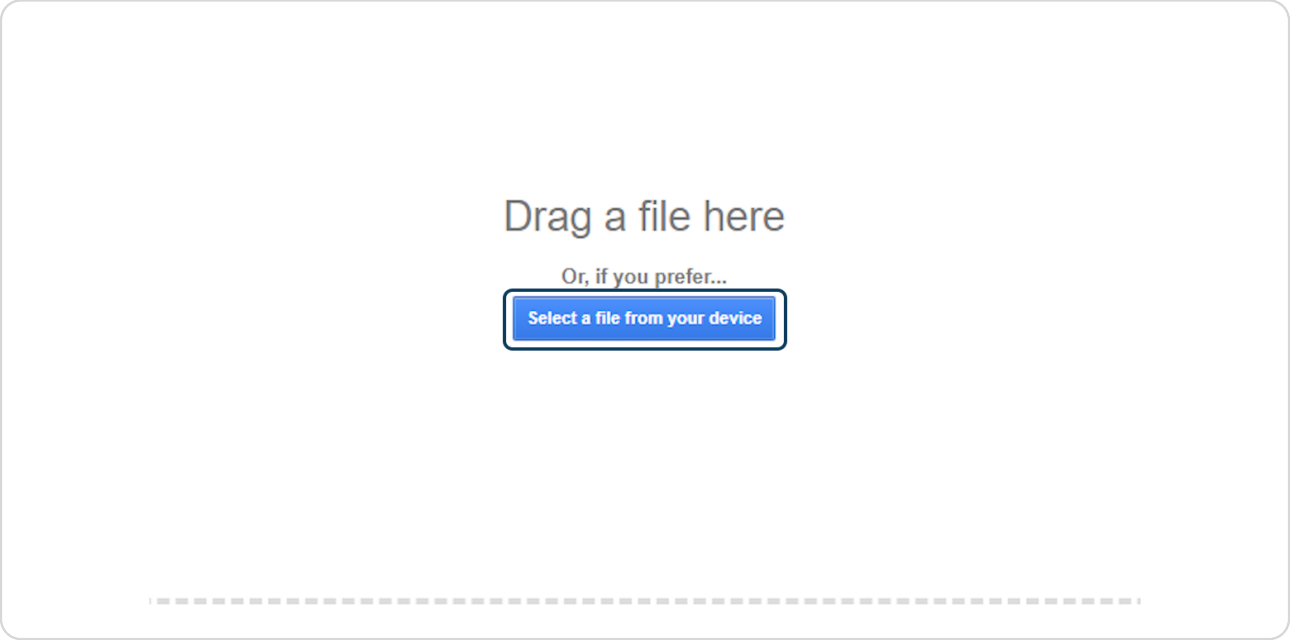
## Click on "Upload" at the top of the window that appears.




STEP 10

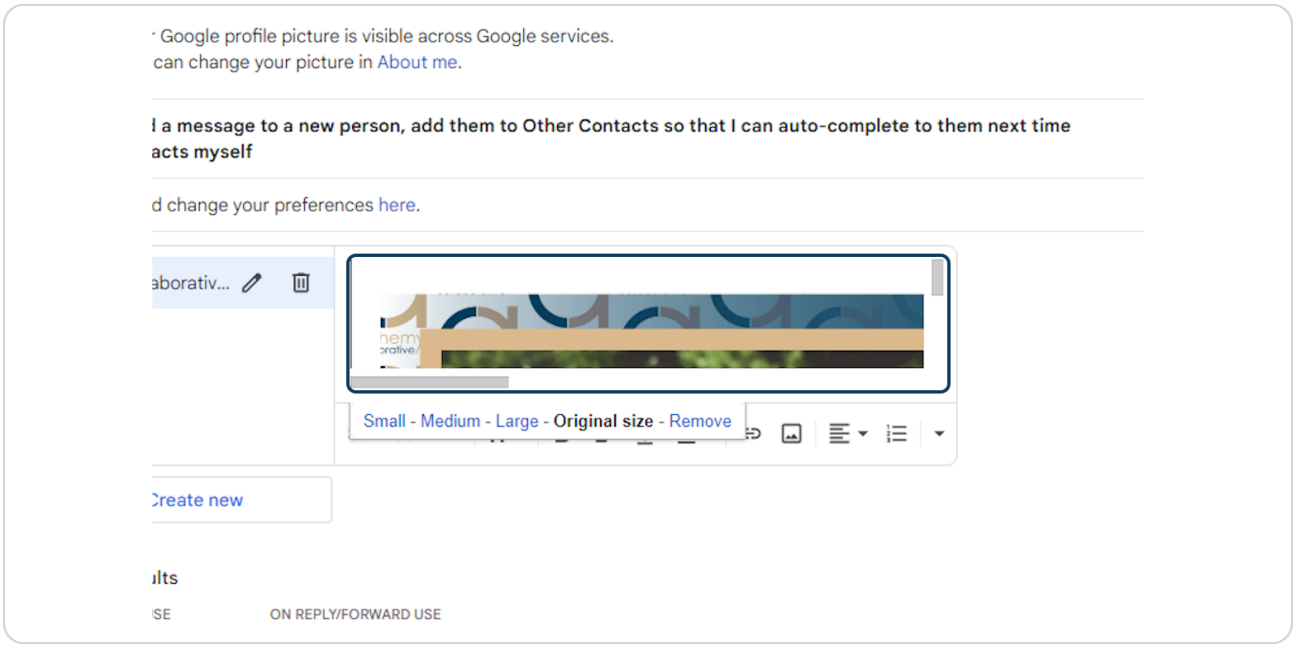
## In the "Upload" menu, click on the "Select a file from your device" button.

Find your email signature on your computer, choose it, and click "Open."



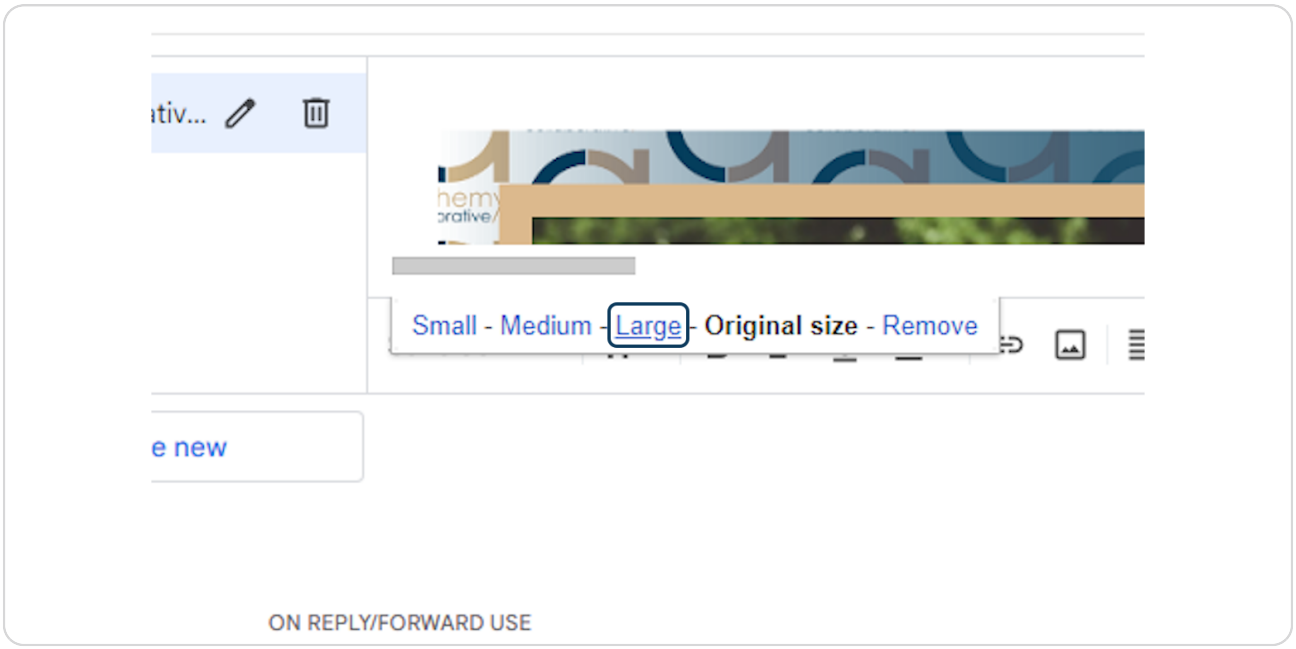
STEP 11

## Click anywhere on the uploaded image.



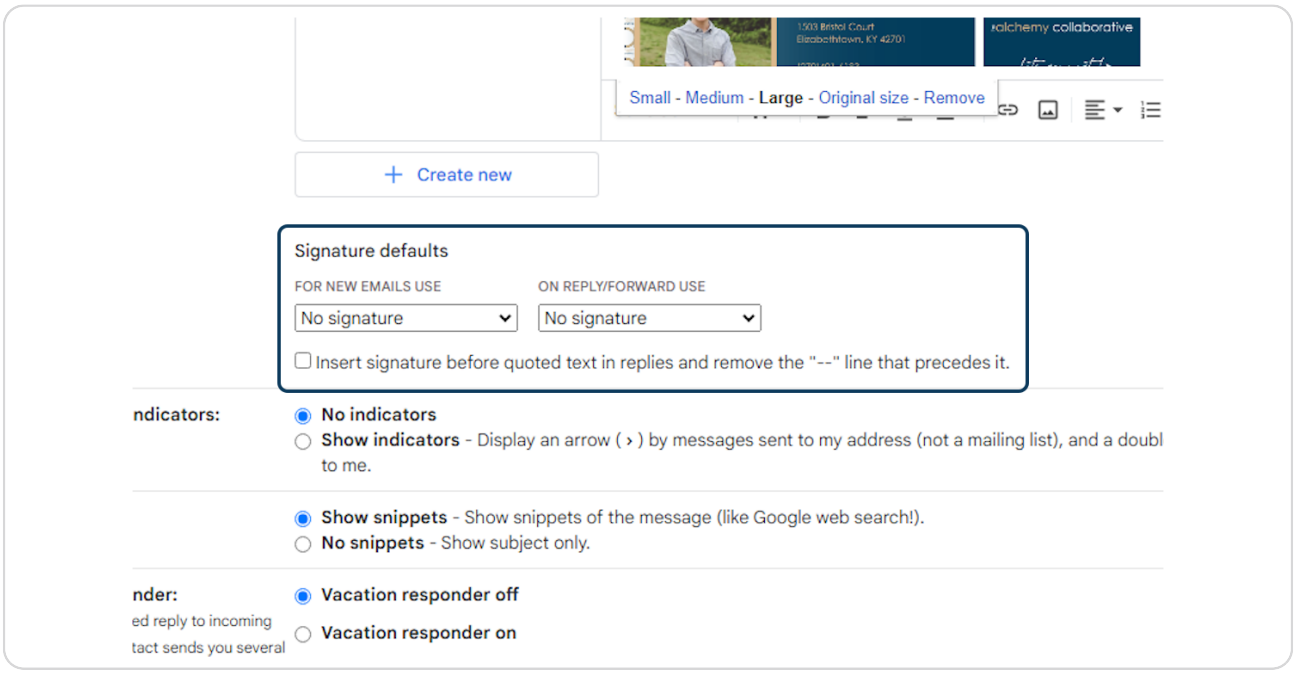

STEP 12

## Choose "Large" under the size options.



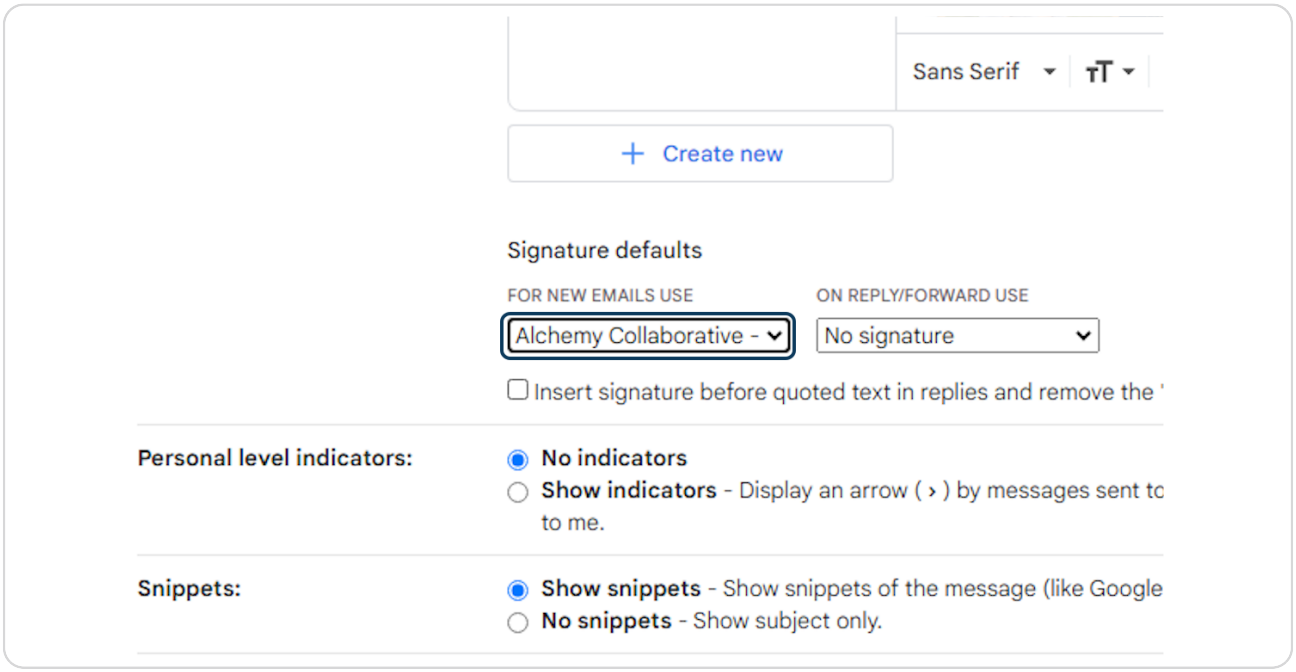
STEP 13

## Scroll to the "Signature defaults" section.



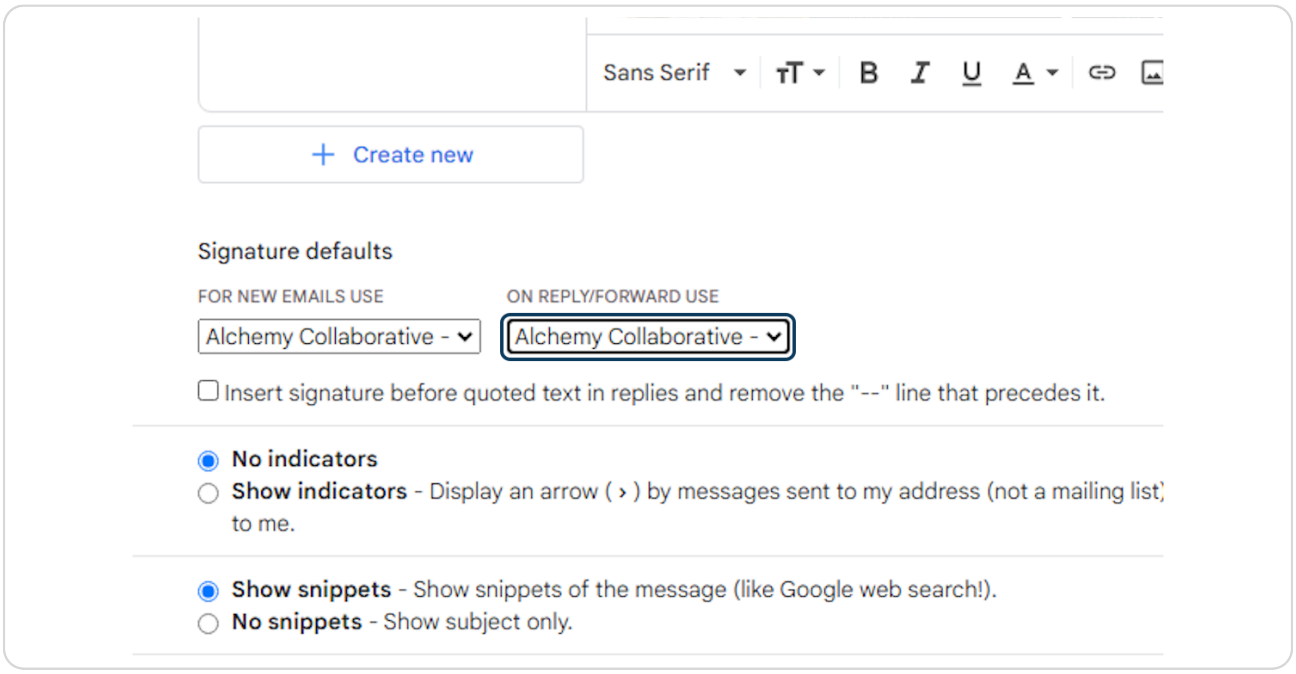

STEP 14

## Under "FOR NEW EMAILS USE", select the email signature you just created.



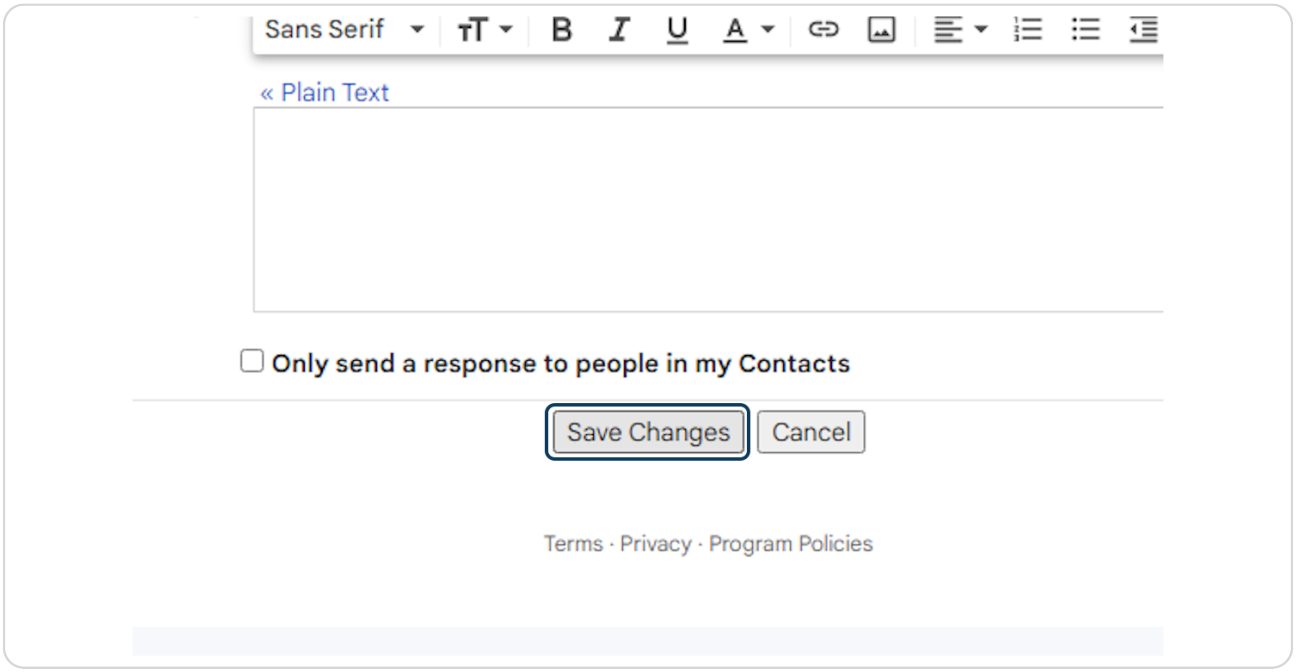
STEP 15

## Do the same for "ON REPLY/FORWARD USE".




STEP 16

## Scroll to the bottom of pages and click the "Save Changes" button.



That's it! You've successfully uploaded your personalized email signature to Gmail.

the alchemy
collaborative