

How to Upload Your Email Signature (Gmail)

16 Steps [View most recent version](#) 

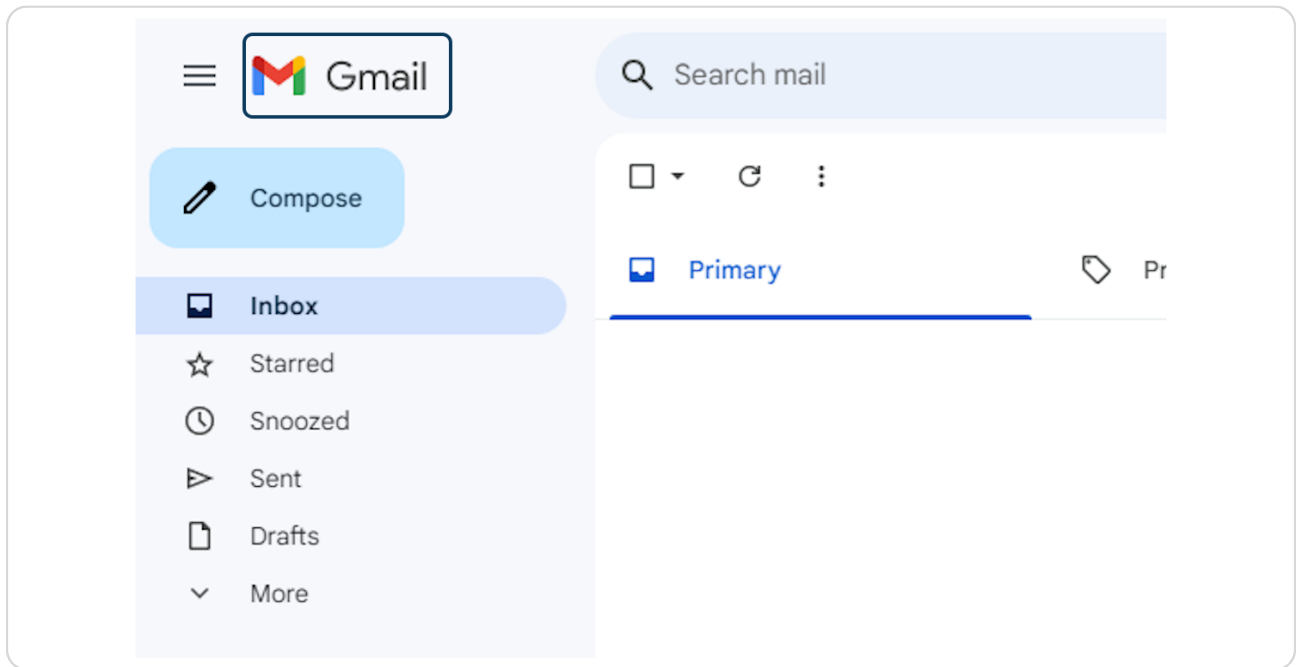
Created by
Landon Huff

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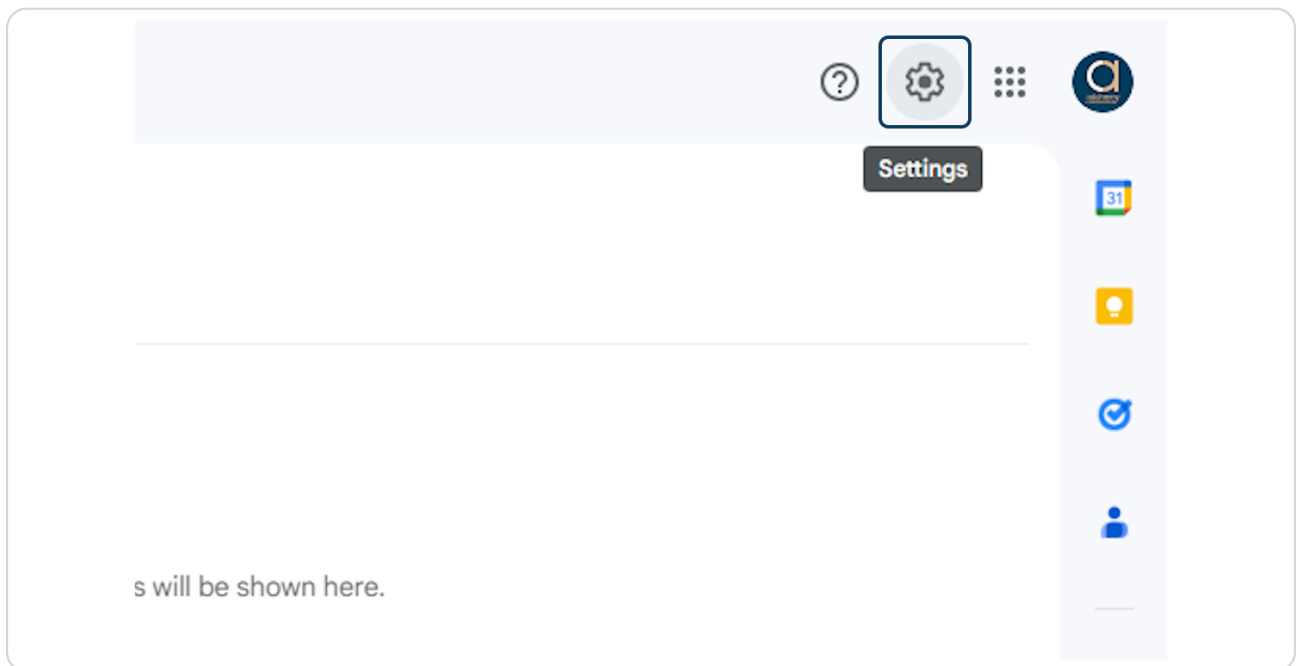
STEP 1

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



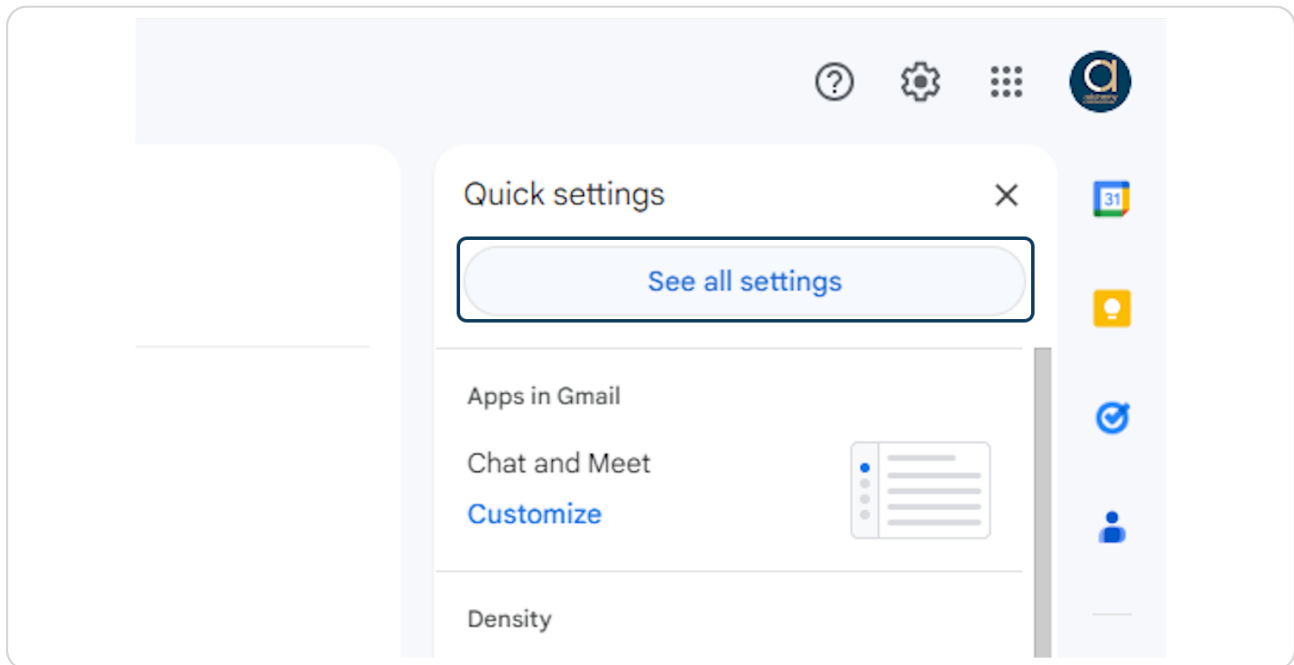
STEP 2

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



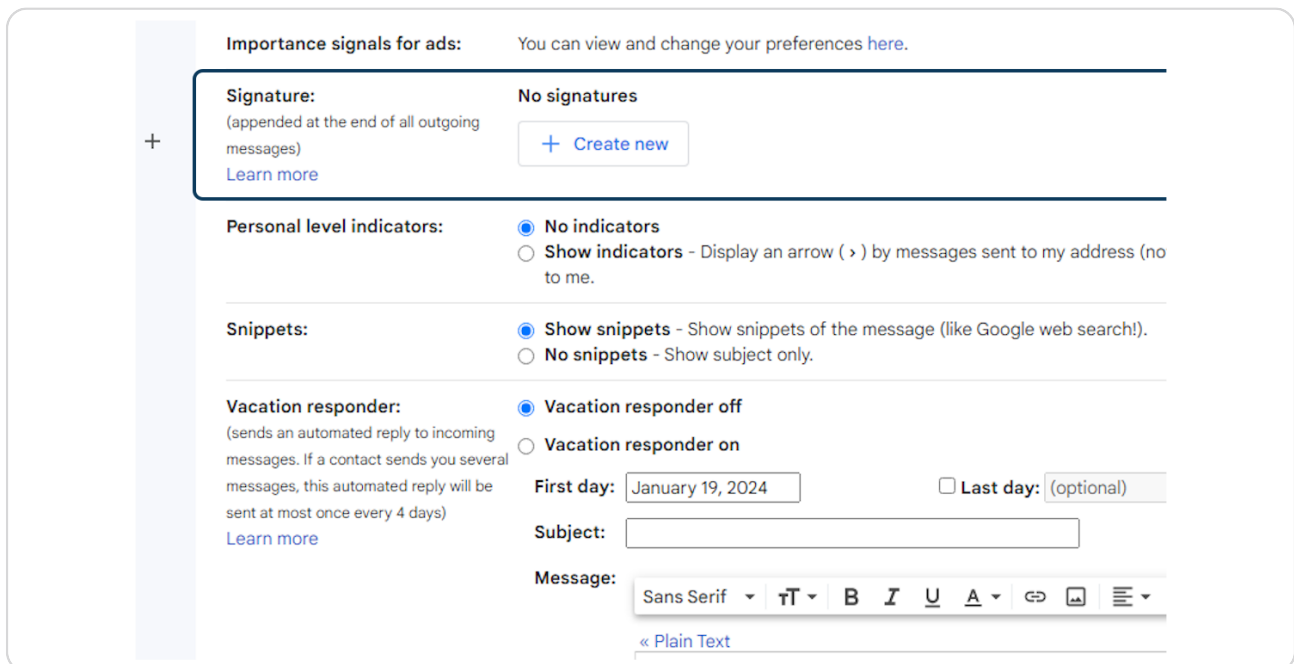
STEP 3

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



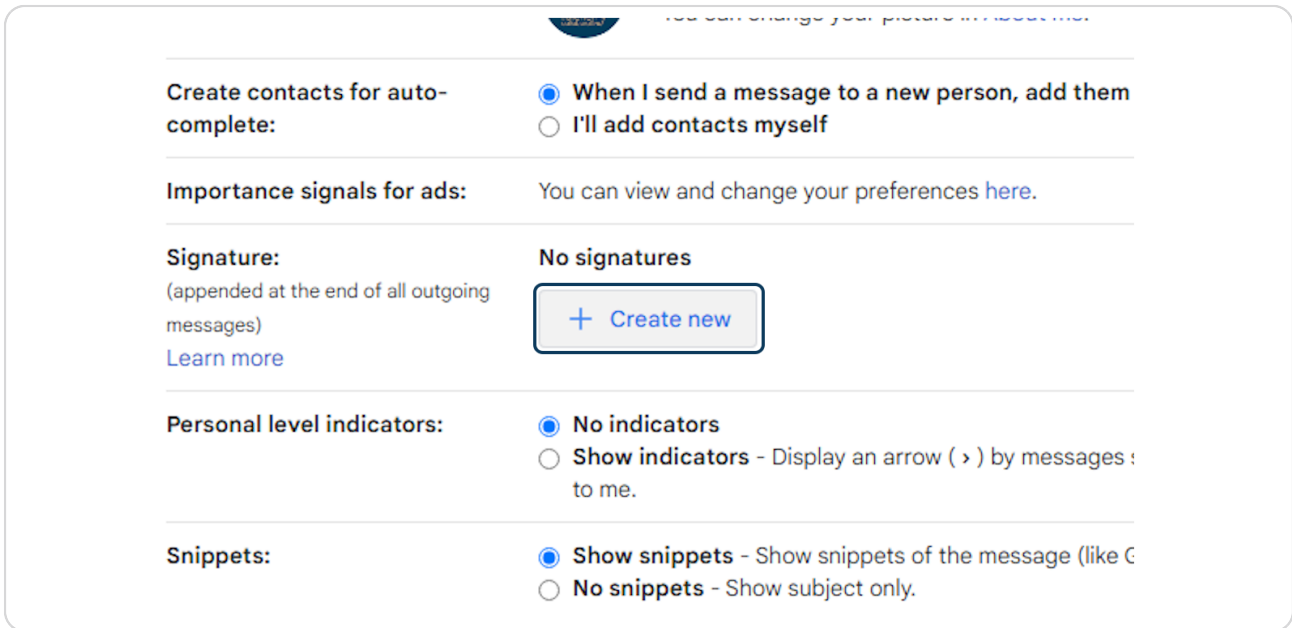
STEP 4

Scroll down until you find the "Signature" section.



STEP 5

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



Create contacts for auto-complete: When I send a message to a new person, add them I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

Signature: (appended at the end of all outgoing messages) [Learn more](#)

No signatures

[+ Create new](#)

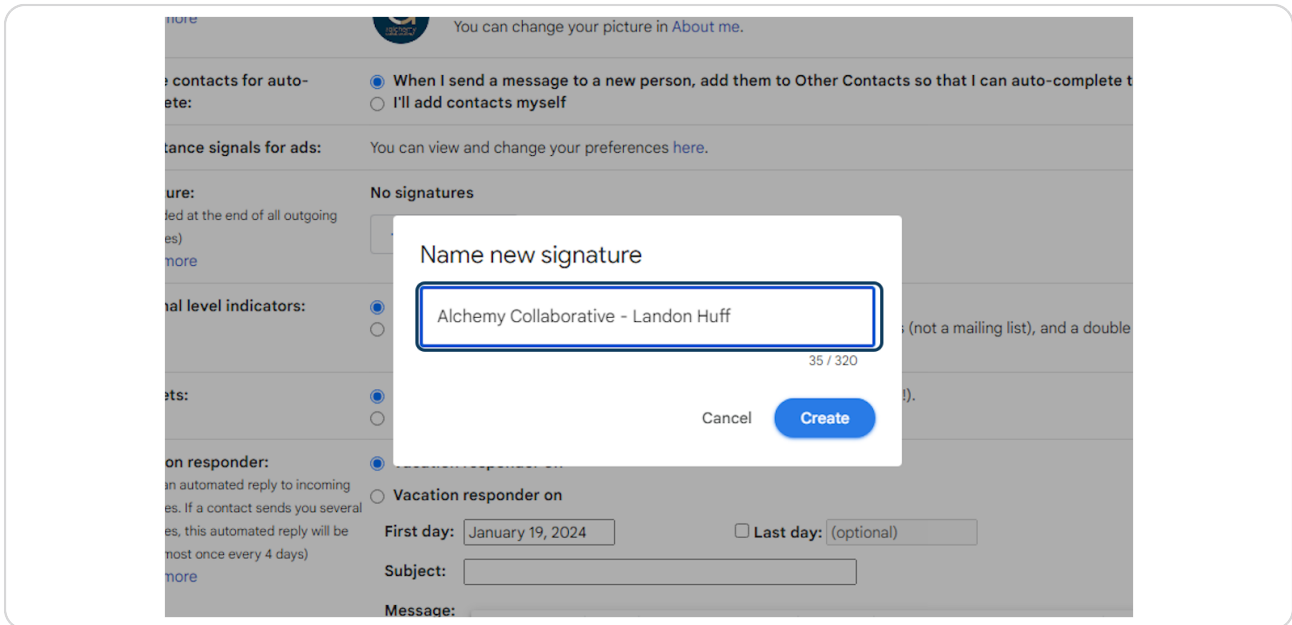
Personal level indicators: No indicators Show indicators - Display an arrow (>) by messages to me.

Snippets: Show snippets - Show snippets of the message (like C No snippets - Show subject only.

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.



Name new signature

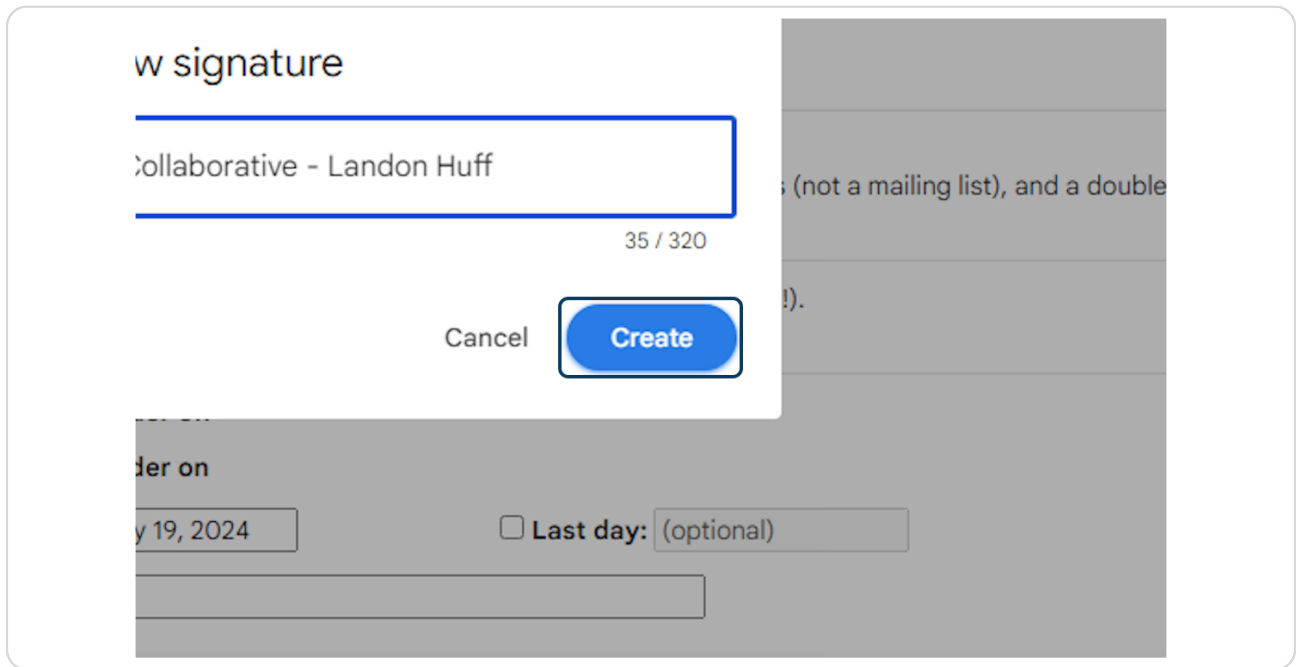
Alchemy Collaborative - Landon Huff

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Cancel [Create](#)

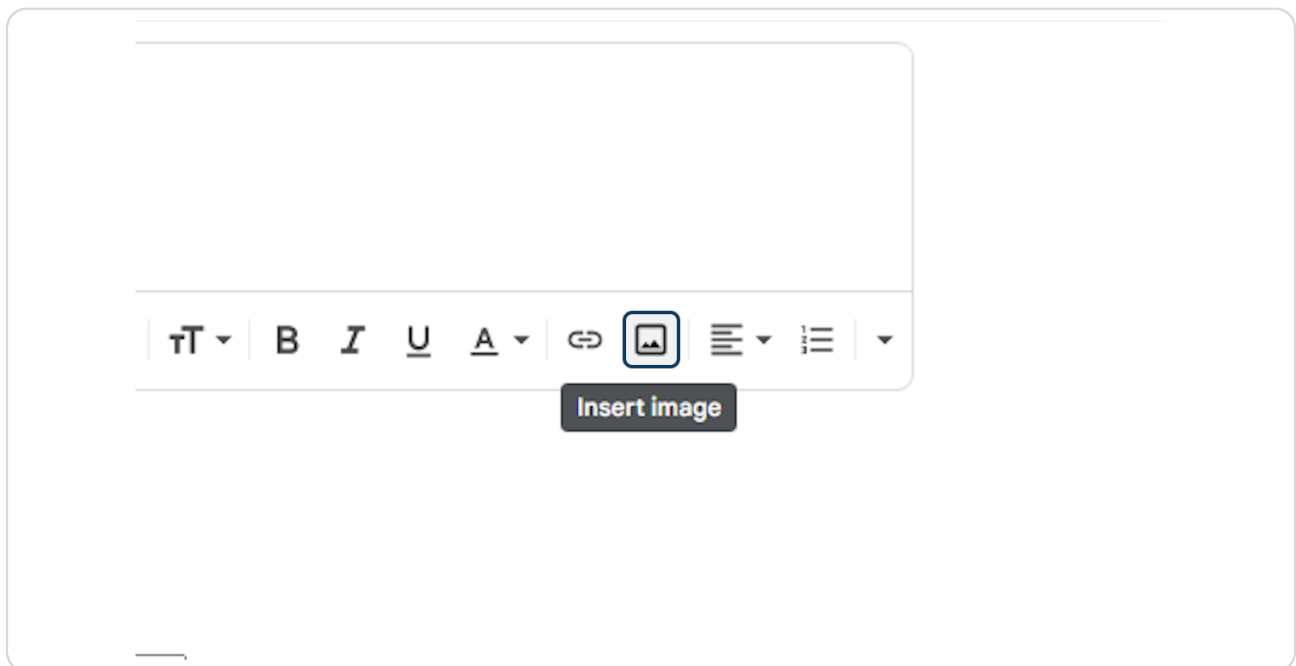
STEP 7

Click on the "Create" button.



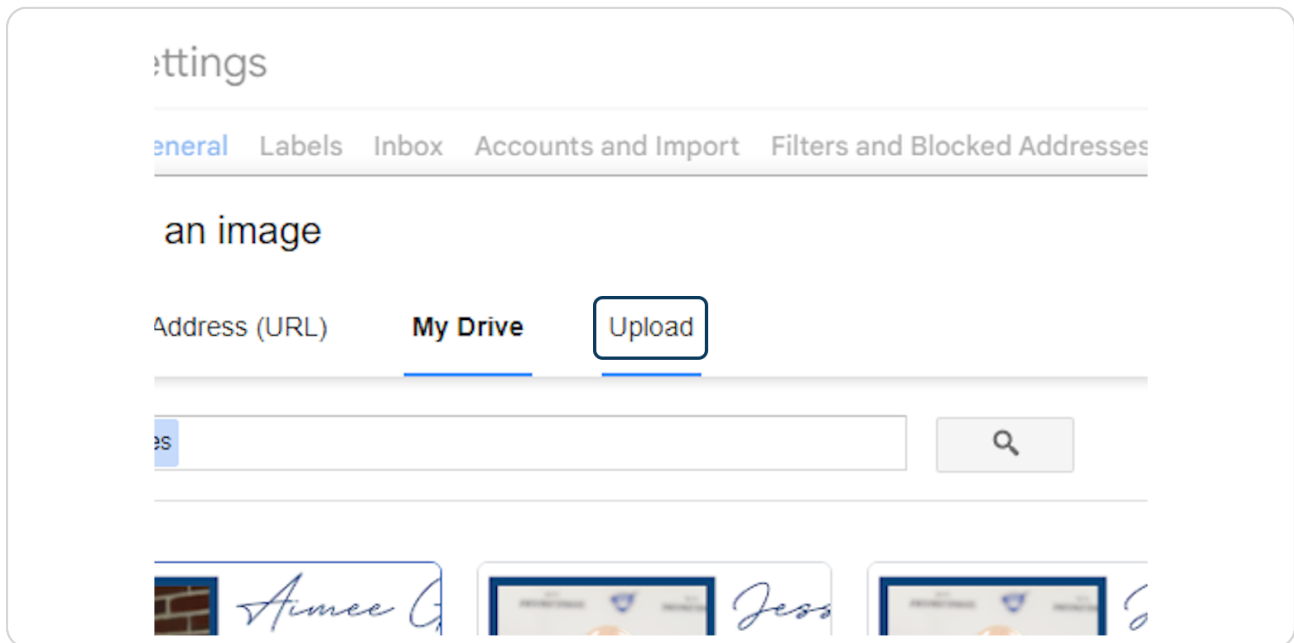
STEP 8

Click on "Insert image" within the signature editor.



STEP 9

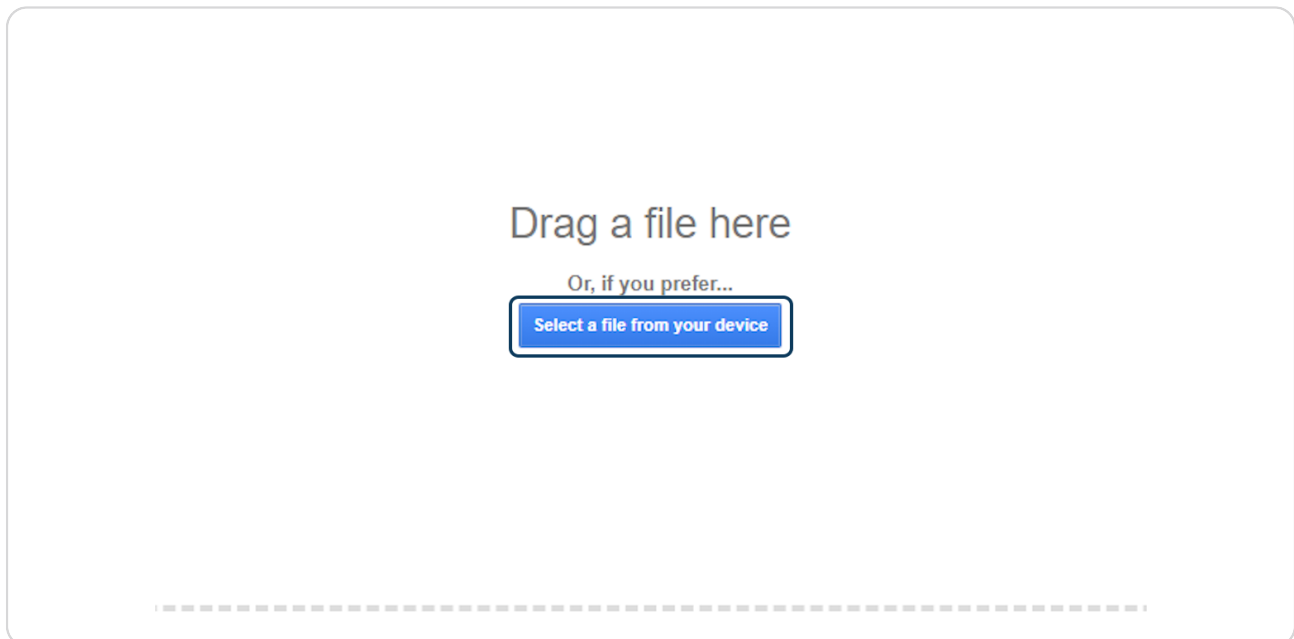
Click on "Upload" at the top of the window that appears.



STEP 10

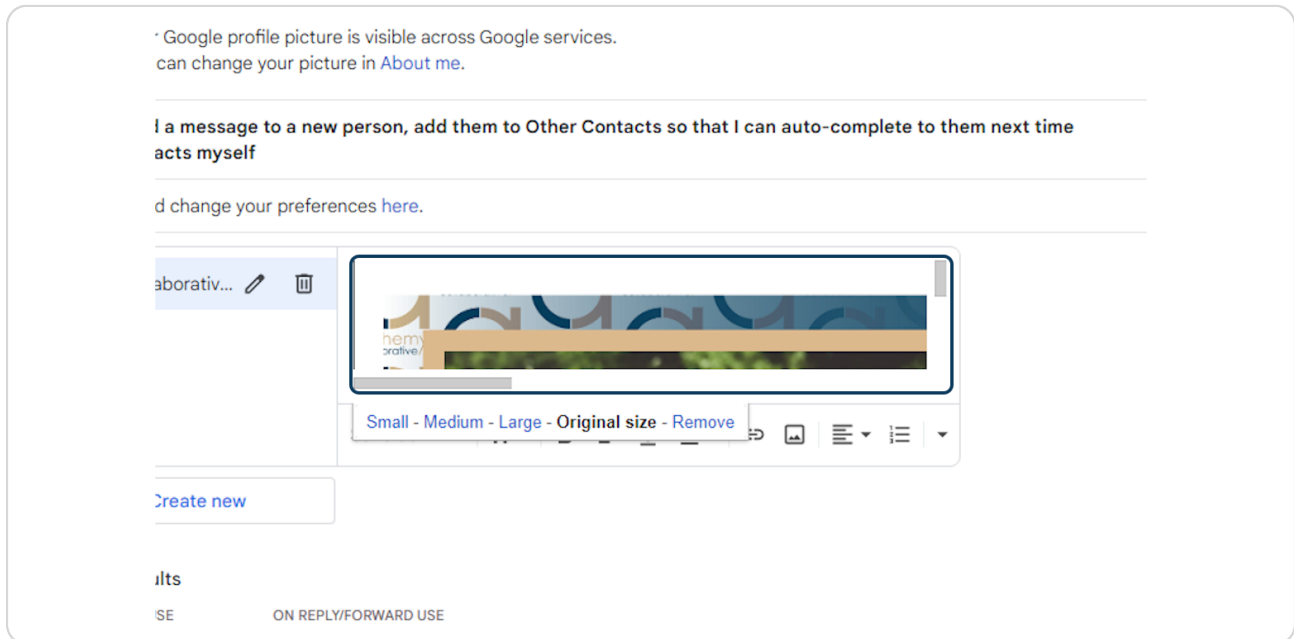
In the "Upload" menu, click on the "Select a file from your device" button.

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



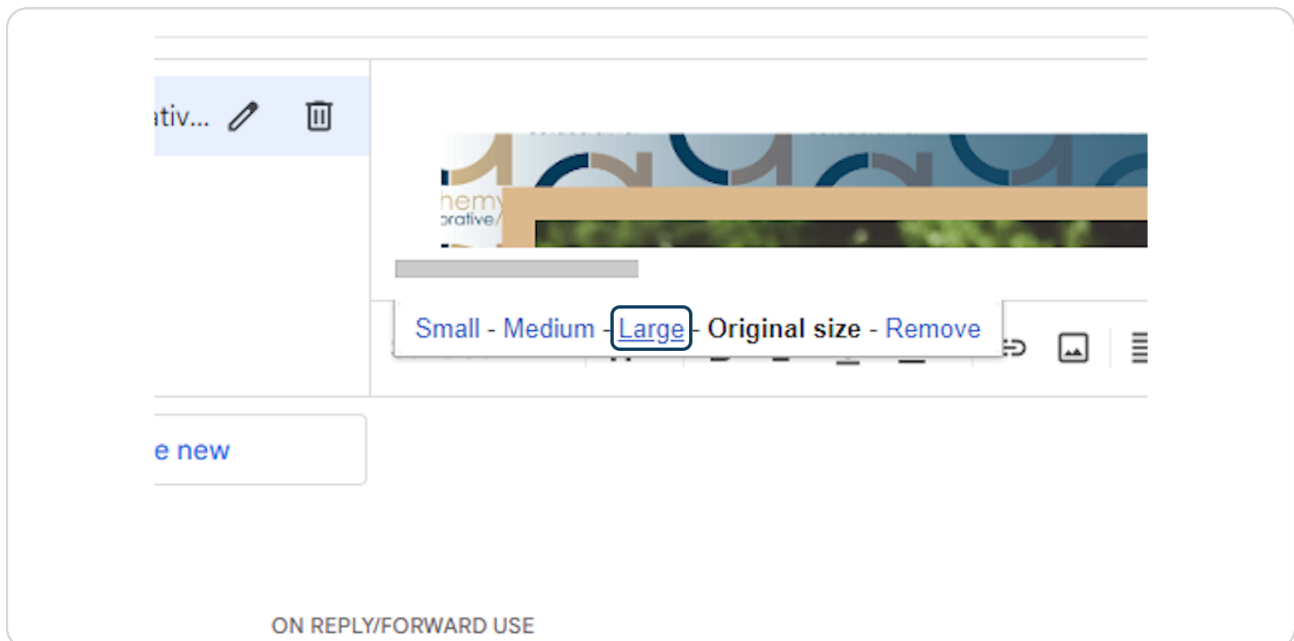
STEP 11

Click anywhere on the uploaded image.



STEP 12

Choose "Large" under the size options.



STEP 13

Scroll to the "Signature defaults" section.

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

No signature No signature

Insert signature before quoted text in replies and remove the "--" line that precedes it.

Indicators:

- No indicators
- Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) to me.

Snippets:

- Show snippets - Show snippets of the message (like Google web search!).
- No snippets - Show subject only.

Vacation responder:

- Vacation responder off
- Vacation responder on

STEP 14

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

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

Alchemy Collaborative - No signature

Insert signature before quoted text in replies and remove the '...' line that precedes it.

Personal level indicators:

- No indicators
- Show indicators - Display an arrow (>) by messages sent to me.

Snippets:

- Show snippets - Show snippets of the message (like Google search).
- No snippets - Show subject only.

STEP 15

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

The screenshot shows the 'Signature defaults' section of an email client. At the top, there is a text area and a toolbar with options for font (Sans Serif), size (12), bold (B), italic (I), underline (U), text color (A), link, and image. Below this is a '+ Create new' button. The 'Signature defaults' section has two tabs: 'FOR NEW EMAILS USE' and 'ON REPLY/FORWARD USE'. The 'ON REPLY/FORWARD USE' tab is selected and highlighted with a red box, showing a dropdown menu with 'Alchemy Collaborative - v'. Below the tabs, there is a checkbox for 'Insert signature before quoted text in replies and remove the "--" line that precedes it.' Underneath, there are three radio button options: 'No indicators' (selected), 'Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list) to me.', and 'Show snippets - Show snippets of the message (like Google web search!)'. The 'No snippets - Show subject only.' option is also present.

STEP 16

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

The screenshot shows the bottom of the email settings page. At the top, there is a toolbar with options for font (Sans Serif), size (12), bold (B), italic (I), underline (U), text color (A), link, image, bulleted list, numbered list, and indent. Below this is a text area with the text '<< Plain Text'. Underneath, there is a checkbox for 'Only send a response to people in my Contacts'. At the bottom, there are two buttons: 'Save Changes' (highlighted with a red box) and 'Cancel'. At the very bottom, there are links for 'Terms · Privacy · Program Policies'.



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

