



# Desktop Email Signature Instructions

1. Copy the new signature from [here](#).

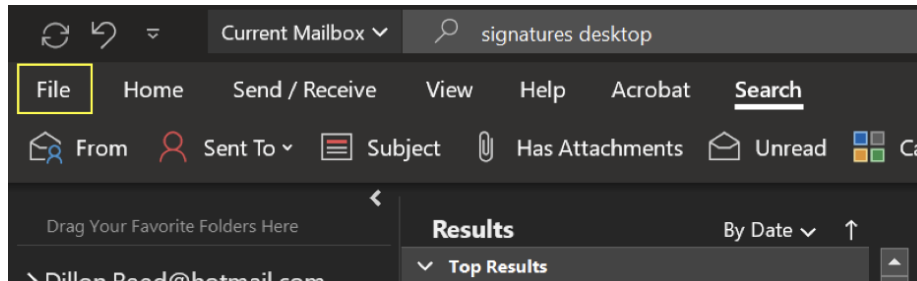
## Email Signature

### INSTRUCTIONS

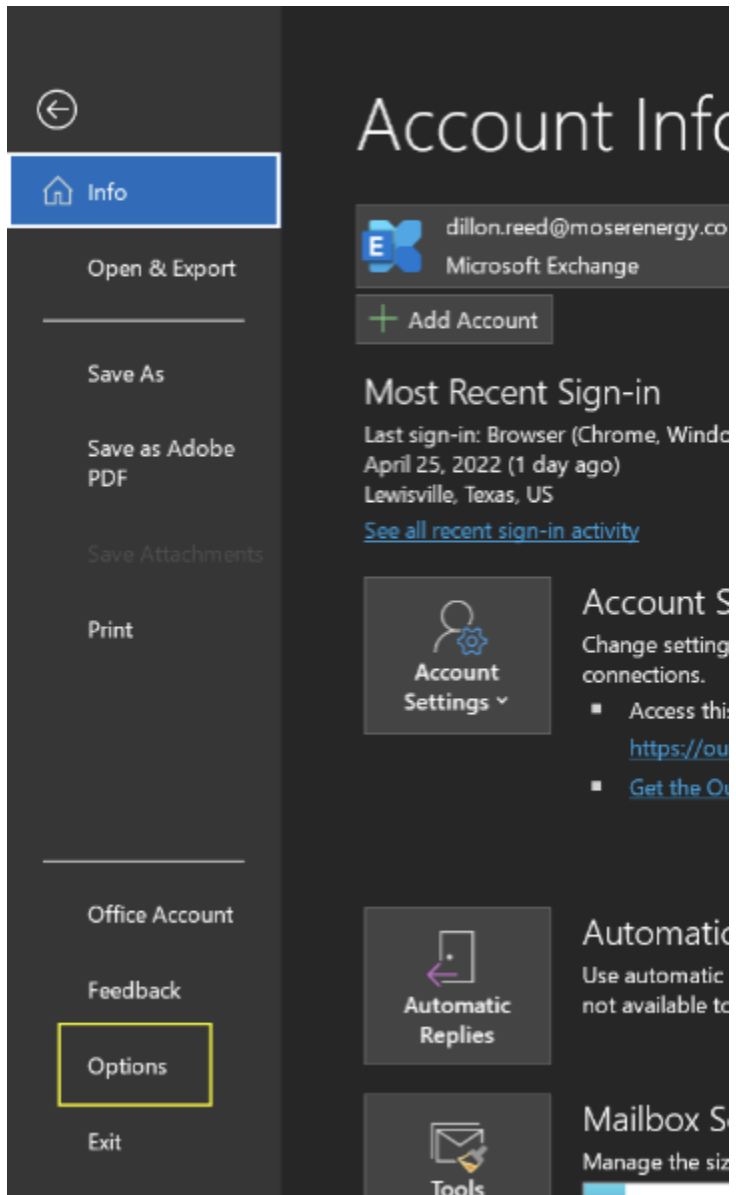
Use this tool to make your professional email signature. Copy and paste into your Gmail, Outlook, Apple Mail, Yahoo Mail, or any other email provider, then edit your name, title and cell number.



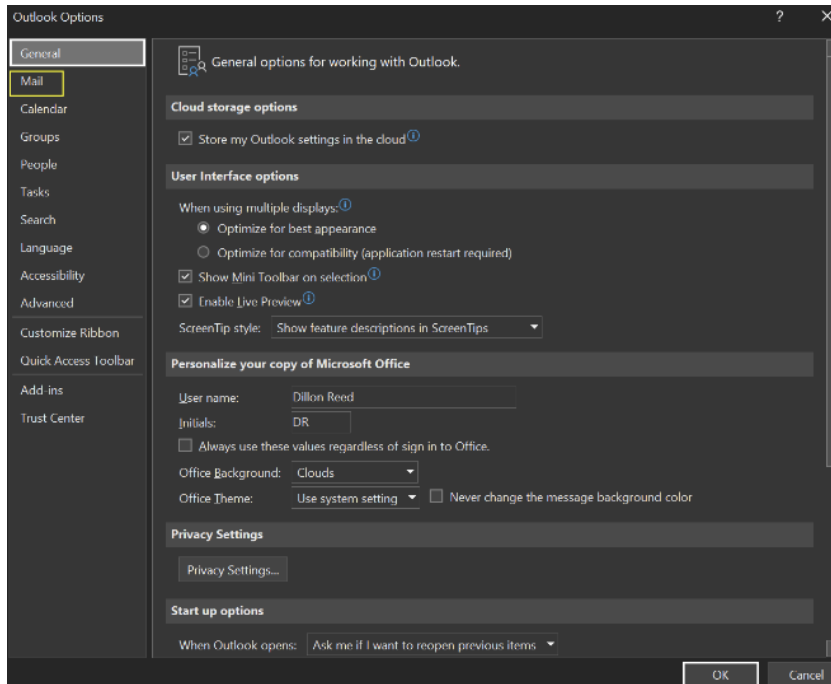
2. Click the **File Menu** toward the top left of your screen.



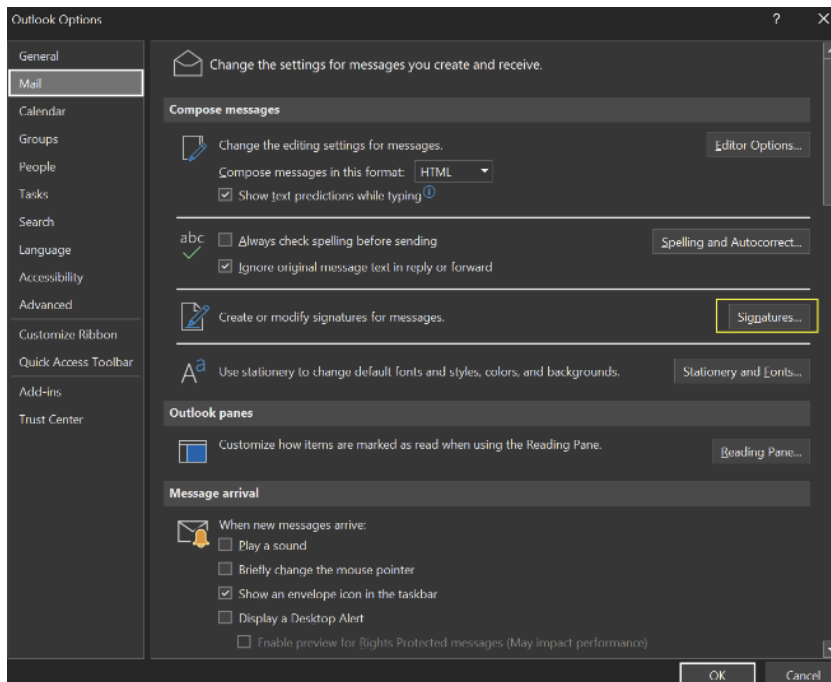
3. Click **Options** toward the bottom of the menu on the left.



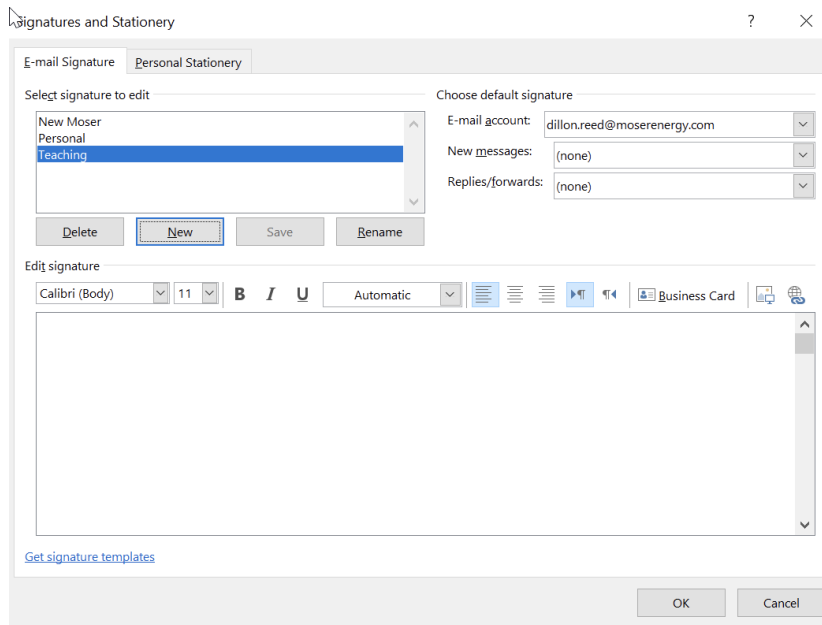
4. Click **Mail** in the left menu bar.



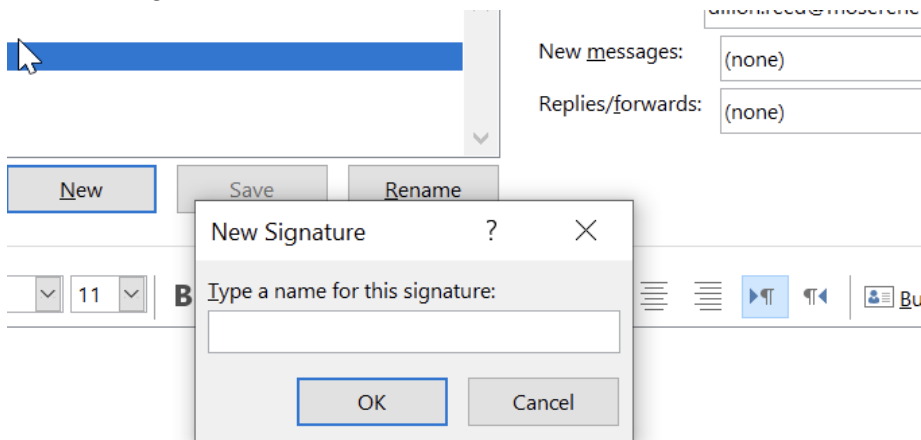
5. Click **Signatures**.



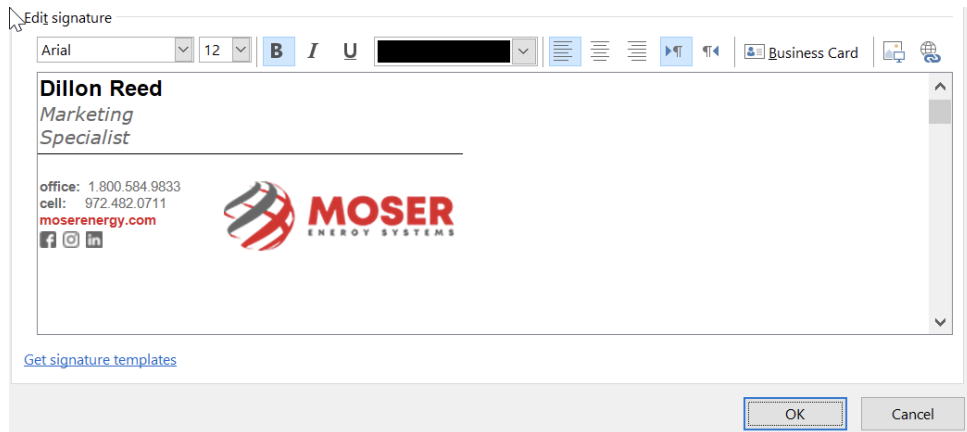
6. Click **New** in the new window.



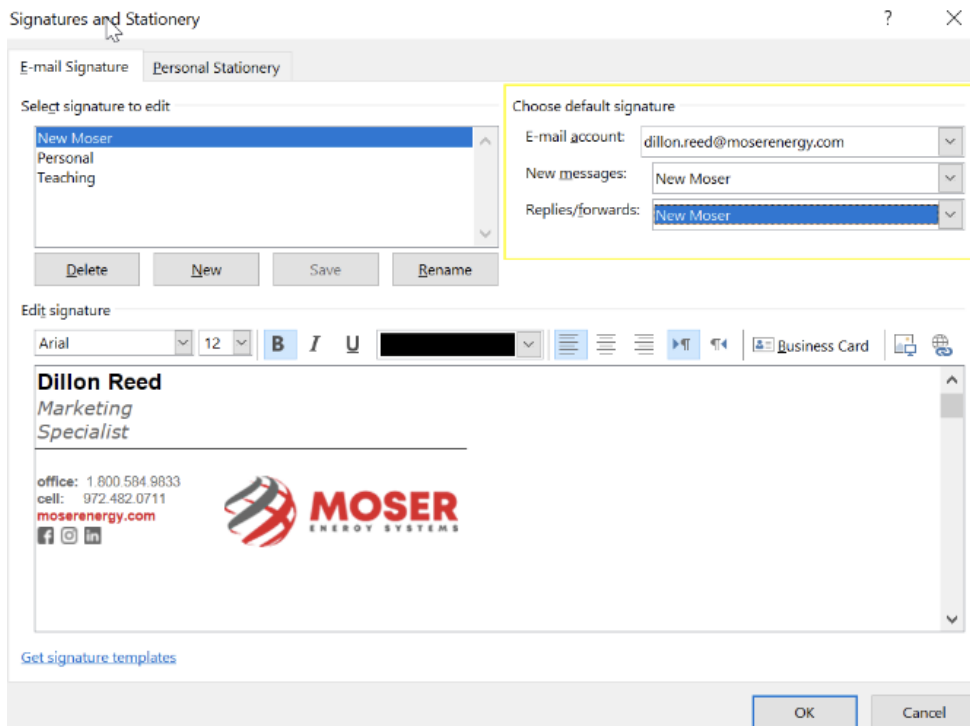
7. Give the new signature a name and click **OK**.



- Paste the new signature into the box and make the necessary changes to your name and title.



- Set the default signature for "New messages" and "Replies/forwards" to the signature you just created and click **OK**.



- Congratulations, you did it!**