

Email Signature Setup on Gmail

Open Email Signature File in Your Browser

1. Download the signature file (ending in .htm or .html) to your computer.
2. Navigate to the file, right-click on it, and select “Open” to open the file in your default browser.
3. If your computer asks what program to open the file with, select your preferred web browser.
4. You should see a simple ‘webpage’ with your email signature and nothing else on the page.

Open the Settings page in Gmail

5. In a separate tab or window, login to your Gmail or G Suite account.
6. Click the “gear” icon in the upper-right of the page, next to your profile picture. Click the “See All Settings” button to open the full settings page.
7. In the “General” tab, scroll down to the “Signature” section.

Copy and paste the signature into Gmail

8. Navigate back to the Email Signature tab or window in your browser.
9. Select the whole page with Ctrl-A (or Cmd-A on Mac).
10. Copy the whole page with Ctrl-C (or Cmd-C on Mac).
11. Navigate to the Gmail Settings tab or window in your browser.
12. Click the “+ Create New” button to create a new signature, and give your signature a name when the pop-up asks you to.
13. Paste the email signature into the blank text editor with Ctrl-V (or Cmd-V on Mac). You should now see the full email signature in the text editor just as it appeared in your browser.
14. Optional: If you are using a general signature and you need to change any details, make those adjustments now.

Select your new signature as your default

1. In the “Signature defaults” section just below the text editor, select your newly added signature as the default in the “For new emails use” and “on reply/forward use” drop-down menus.
2. Scroll down to the bottom of the page and click “Save Changes” to save your signature.