GMAIL

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in
GMAIL

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Gmail within minutes.

IMPORTANT: Gmail has a character limit of roughly 10,000 characters (including HTML code). Because of this you may experience an error when installing saying your signature is too long. If you do receive this error, please contact your email signature provider.

1 | STEP ONE

Open your provided Email Signature HTML file in your web browser.
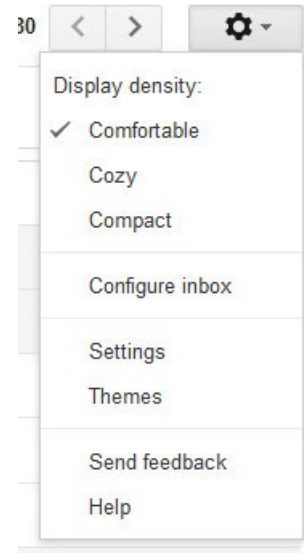
2 | STEP TWO

Now that your email signature is open in a new window, press **Ctrl + A** to highlight the signature, then press **Ctrl + C** to copy the signature.
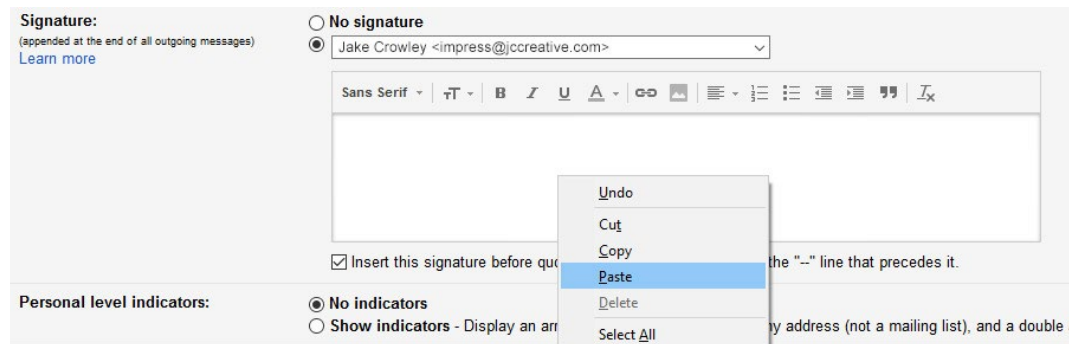
STEP THREE

3

Once logged in, navigate to the **Cog Icon** (Settings) in Gmail and select the **Settings** heading from the list.

Display density:
- ✓ Comfortable
- Cozy
- Compact

Configure inbox

Settings
Themes

Send feedback
Help

STEP FOUR

4

Make sure you're in the General Tab, then scroll down to **Signature**. Click inside the Text Box, and Paste your Email Signature by pressing **Ctrl + V**.

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

○ No signature
◉ Jake Crowley <impress@jccreative.com>

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Undo
Cut
Copy
Paste
Delete
Select All

☑ Insert this signature before quo... the "--" line that precedes it.

Personal level indicators:
◉ **No indicators**
○ **Show indicators** - Display an arr... y address (not a mailing list), and a double

STEP FIVE

5

Your copied Email Signature will appear and is ready to be saved.

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

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GEEKSTER   View my portfolio

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

STEP SIX

6

Scroll to the bottom of the page, click **Save Changes** and you're done!
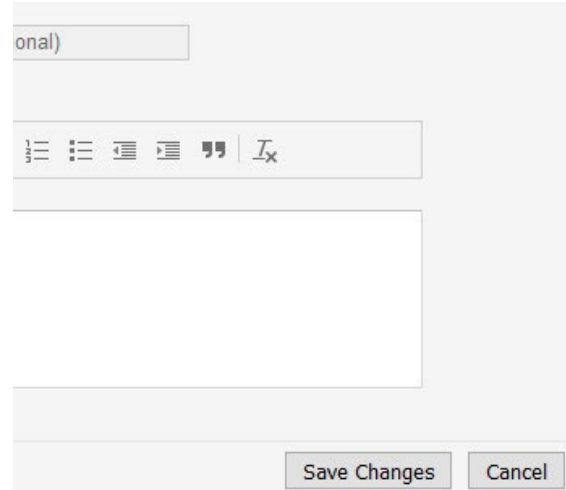
All done! Your email signature is now installed within Gmail!