

GOOGLE INBOX

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in GOOGLE INBOX

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

IMPORTANT: Rich Text is not officially supported by Google Inbox so your email signature may not work correctly. If your email address uses a google domain (@gmail.com) then it will work, if you are using a personal domain (@yourwebsite.com) then it may not work.

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STEP ONE

Open your provided Email Signature HTML file in your web browser.

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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.



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STEP THREE

Login to your **Google Inbox** Account.

Once logged in, click on the menu icon in the top left hand corner, next "Inbox" to open the left side menu.

Google
One account. All of Google.

Sign in to continue to Gmail

A screenshot of the Google sign-in page. It features a grey profile icon placeholder, a text input field with the placeholder text "Enter your email", a blue "Next" button, and a "Need help?" link. Below the input field is a "Create account" link.

Create account

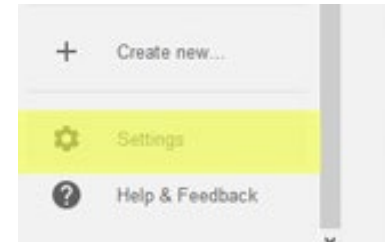
One Google Account for everything Google



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STEP FOUR

Scroll to the bottom of the left side menu, until you see **Settings**. Click on **Settings**.



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STEP FIVE

Once settings is opened, click on **Signature** to open the signature settings.



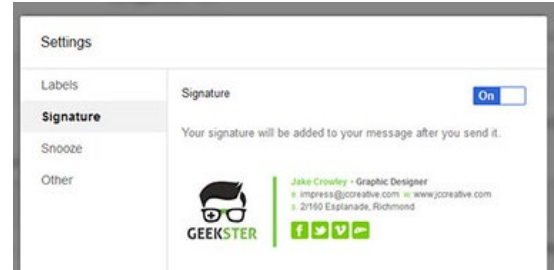
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STEP SIX

Turn on the signature and then click into the box that says **Type your signature**.

When your cursor is inside this box, press **Ctrl + V** to paste your email signature. Press **Done** when you are finished.



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STEP SEVEN

Your email signature is now installed and ready to send with every email.

NOTE: Due to the way Google Inbox works, your email signature will not display when composing a new email. You can send yourself a test email to ensure that it's installed and sending correctly.

All done! Your email signature is now installed within Google Inbox!

