EMAIL SIGNATURE

GMAIL

Works with: Gmail and Google Workspace on the web, plus the Gmail app.

Use this guide if your email runs on Gmail or Google Workspace. Gmail on the web takes the full designed signature. The phone app takes text only.

Copy your signature

1. Save the signature file we emailed you (it ends in `.htm` or `.html`) to your computer.
2. Double-click the file. It opens in your web browser as a plain page showing only your signature.
3. Select the whole page with **Ctrl+A** (Mac: **Cmd+A**), then copy it with **Ctrl+C** (Mac: **Cmd+C**).

Paste it into Gmail on the web

4. In a new tab, sign in to Gmail.
5. Click the gear icon at the top right, then **See all settings**.
6. Stay on the **General** tab and scroll down to **Signature**.
7. Click **+ Create new**, give it a name and click **Create**.
8. Click in the box on the right and paste with **Ctrl+V** (Mac: **Cmd+V**). The signature should look exactly as it did in your browser.
9. If you were sent a general company signature, edit the name, title and phone number now.
10. Under **Signature defaults**, choose the new signature for both **For new emails use** and **On reply/forward use**.
11. Tick **Insert signature before quoted text in replies** so it sits under what you write, not at the very bottom.
12. Scroll to the bottom of the page and click **Save Changes**. This step is easy to miss.

Gmail app on your phone

13. Open the **Gmail** app, tap ≡, then **Settings**.
14. Tap your account. On Android tap **Mobile Signature**. On iPhone tap **Signature settings** and turn on **Mobile Signature**.
15. Type a short text signature: name, title, phone, website. Leave it blank and Google accounts use your web signature instead.

Check it

16. Click **Compose** and confirm the signature appears. Send yourself a test.

> **Business email not on Google?** Gmail on the web is ending "Send mail as" for outside addresses in January 2027, so a Gmail signature will not help for long. Use Thunderbird, Outlook or Apple Mail and follow that signature guide instead.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

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