EMAIL SIGNATURE

IPHONE & IPAD

Works with: iOS 27 and iPadOS 27. Also works on iOS 18 and iOS 26.

The iPhone cannot import a signature file, so you copy the finished signature from an email and paste it into Settings. You need a computer for the first part.

On a computer: email the signature to yourself

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**).
4. Start a new email to yourself and paste the signature into the body with **Ctrl+V** (Mac: **Cmd+V**).
5. Send it to an address you can open on your iPhone.

On your iPhone: copy it

6. Open the **Mail** app and open the email you just sent.
7. Touch and hold a word in the signature, tap **Select All**, then drag the handles so only the signature is highlighted.
8. Tap **Copy**.

Paste it into Settings

9. Open **Settings**, scroll to the bottom and tap **Apps** › **Mail** › **Signature**.
10. If you have more than one email account, tap **Per Account** and use the box under your business address.
11. Delete whatever is there (usually “Sent from my iPhone”).
12. Touch and hold in the empty box and tap **Paste**.
13. **Keep the formatting:** iOS strips colors and fonts as it pastes. Straight away, shake the phone once and tap **Undo** on the “Undo Change Attributes” prompt. The original styling comes back.

    Nothing happens when you shake? Turn on **Settings** › **Accessibility** › **Touch** › **Shake to Undo** and paste again.
14. Tap **Mail** at the top left to go back. The signature saves on its own.

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Check it

15 Open **Mail**, start a new message from your business address and confirm the signature is at the bottom. Send yourself a test to see how it looks to others.

> **Logo missing or layout slightly off?** iPhone signatures support less formatting than a computer. A slightly simpler look is normal. If the logo will not show at all, tell us and we will send a phone-friendly version.

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