



## Email Signature

Tired of typing in the same signature to your email each and every time you send a message? Well, you do not have to, as most all email programs have an option in which you can create an automated signature that will appear each time you write a message.

1. Open your web browser.
2. Go to your email program. For this lab, a Gmail account will be used; however, most email programs have similar configurations.
3. Go to the settings button. On Gmail, this will be on the top right part of the screen and will look like this:



4. Once you do so, you will be brought up to a list of options. The signature is usually under the “General” or “Mail” tab. On Gmail, it is under the “General” tab.
5. Next, you will be prompted to type in a signature. Type in the box whatever you want your signature to look like:

**Signature:**  
(appended at the end of all outgoing messages)  
[Learn more](#)

☐ No signature  
☒ Technocademy, Inc. <technocademy@gmail.com>

Sans Serif | T | B | I | U | A | | | | | |

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Sincerely,  
Technocademy, Inc.  
[www.technocademy.org](http://www.technocademy.org)

6. Once you are done, scroll to the bottom of the screen and click “Save Changes.”
7. You now have an automated signature on every email! Keep in mind that if for some reason you want to change your signature just for a single email, you will be able to once you are actually writing the message. The automated signature automatically is typed in for you in every message; therefore, you can change it when you go to type a message if you wish.

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