



How to Install Your Email Signature

For Gmail, Outlook, Apple Mail & iPhone Mail
Switch Commerce Team Instructions



Before You Begin

You should have received a file named something like:

your-name.html

Save this file somewhere easy to find — like your **Downloads** folder or Desktop.



Gmail



How to Install

1. **Open Gmail** in your browser.
2. Click the **gear icon** (⚙️) in the top right and choose “**See all settings.**”
3. Scroll down to the **Signature** section.
4. Click “**Create New**”, name your signature, then click **Create**.
5. Open the file **your-name.html** in your browser:
 - Right-click the file and choose “**Open with > Chrome**” (or any browser).
6. **Click and drag** your mouse to highlight the whole signature.
7. Press **Cmd+C (Mac)** or **Ctrl+C (Windows)** to copy it.
8. Go back to Gmail and **paste** it into the signature box.
9. Set it as your default for **new emails and replies**.
10. Scroll to the bottom and click “**Save Changes.**”



Done! Test it by composing a new email.

Outlook (Desktop)

How to Install

1. Open **Outlook** on your computer.
2. Go to **File > Options > Mail > Signatures**.
3. Click “**New**”, give your signature a name, then click **OK**.
4. Open **your-name.html** in a web browser.
5. Select the whole signature, then **copy** it.
6. Return to Outlook’s signature window, and **paste** it into the box.
7. Set it as your default for **new messages and replies**.
8. Click **OK** to save.

 *Note: Images may take a second to appear — this is normal.*

Apple Mail (Mac)

How to Install

This method avoids editing system files — it’s faster and safer.

1. **Open the file** **your-name.html** in your web browser (like Safari or Chrome):
 - Right-click the file
 - Choose “**Open With**” → **Safari** (or any browser)
2. **Use your mouse to highlight the entire signature image:**
 - Click and drag to select, or
 - Press **Command + A** to “Select All”
3. Press **Command + C** to **Copy** the highlighted signature.
4. Open **Apple Mail**.
5. In the top menu, go to:
Mail > Settings (or Preferences) > Signatures
6. Select your email account from the left column.
7. Click the “+” button at the bottom to add a new signature.
8. Name your signature something like “**Switch Commerce**”
9. In the right panel, **delete the default text** and **Paste** your copied signature:
 - Press **Command + V**
10. If needed, drag the signature to assign it to your default email account in the middle column.
11. Close the settings window — you’re done!

Test It

- Compose a new email to check the formatting.
 - If the image doesn't appear right away, wait a few seconds or try again — some email apps block external images initially.
-

iPhone Mail

How to Install

1. First, **email yourself** the signature:
 - Open the HTML file in your browser
 - Copy the content and **paste it into a new email** to your iPhone
 2. Open the email on your iPhone.
 3. Tap and **hold on the signature** → Select “**Copy.**”
 4. Go to **Settings > Mail > Signature.**
 5. **Paste** the signature into your account's signature field.
 6. Shake your phone and tap **Undo** when prompted (this keeps the formatting).
 7. Exit Settings. Done!
-

Final Tips

- Always test your signature by sending yourself a test email.
- If something looks off, make sure you copied **everything**, including the image.
- If images aren't showing, confirm that the file paths are correct and that you're online.