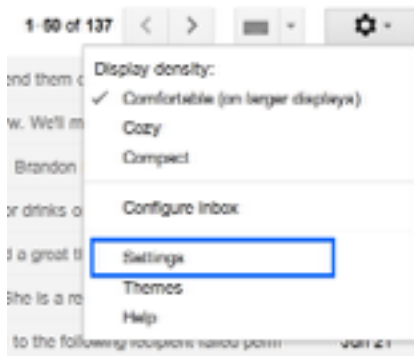# Signature Instructions

1. Open your BlueLabs gmail account and click on the options gear.

2. Click on settings.

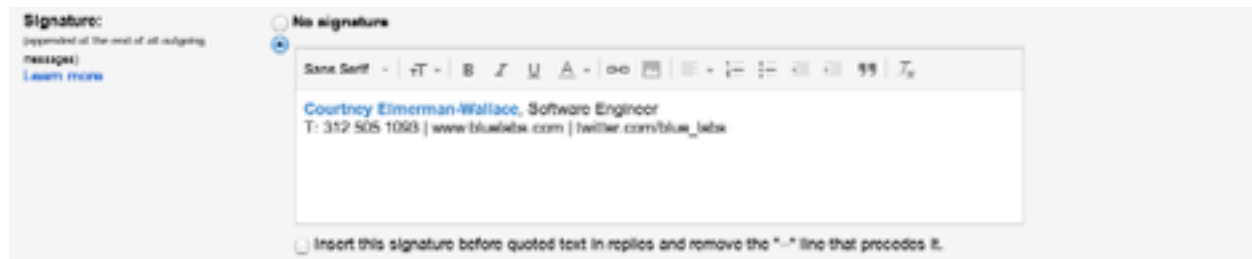3. Make sure you are on the general tab.

4. Scroll down the page to find the signatures section. Click the radio button below "No Signature" to activate a new signature and then paste the following signature into the text editor.

[FULL NAME]
T: [PHONE NUMBER] l www.bluelabs.com l twitter.com/blue_labs

5. Replace the text in the brackets "[]" with your information. It should end up looking something like this:

6. Once you are finished scroll to the bottom and save all of the changes.

Let me know if any part of this doesn't make sense.