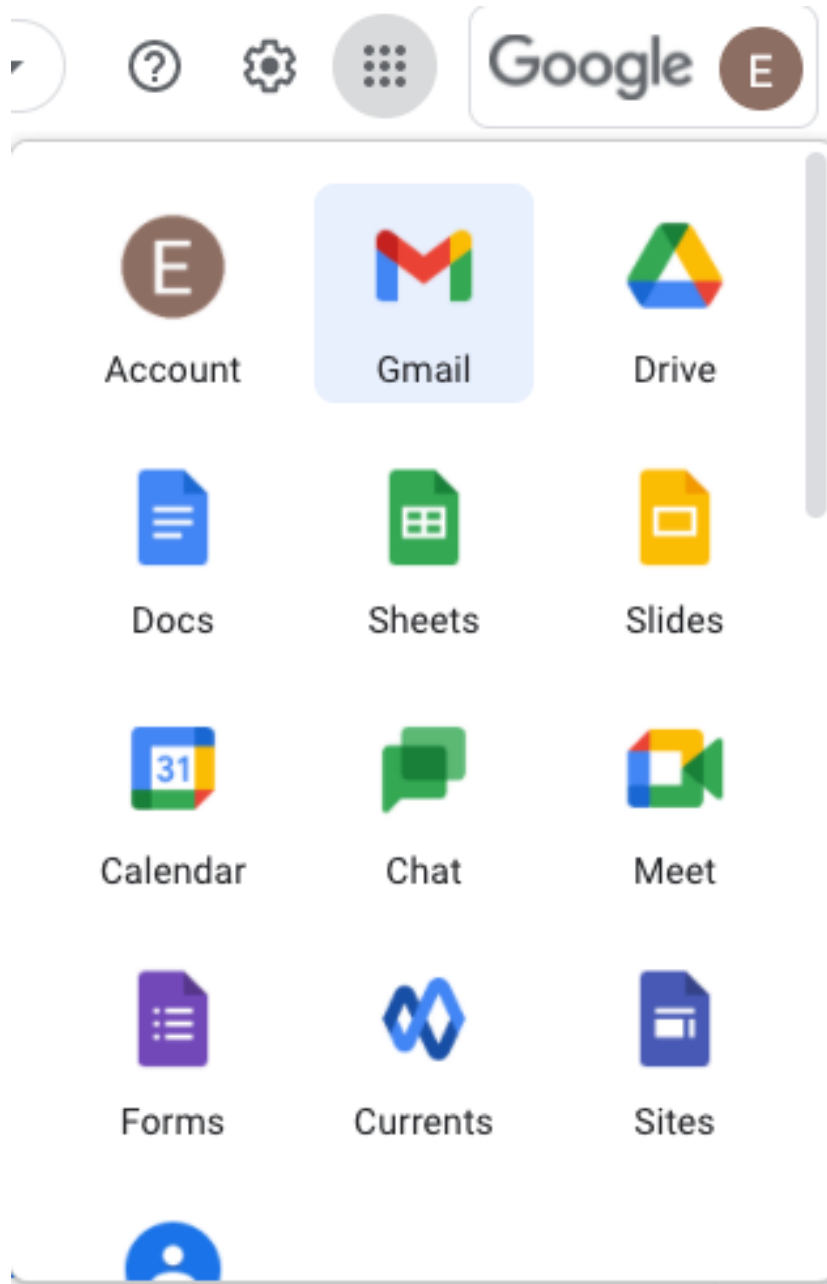


## How to add HTML email signature for Gmail

Login your Gmail account. Double check you're login into the ***yourname@puresouldpresents.com*** account.

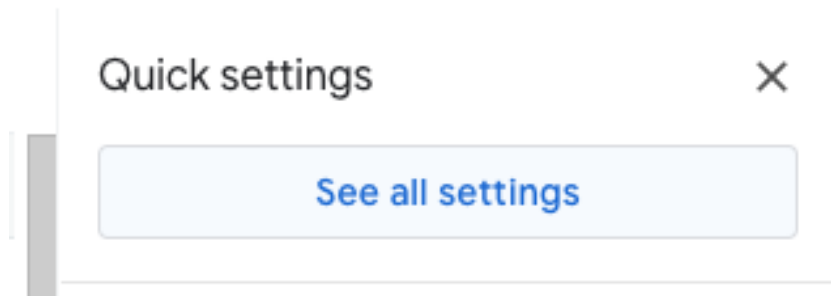
Once logged in, go to Gmail.



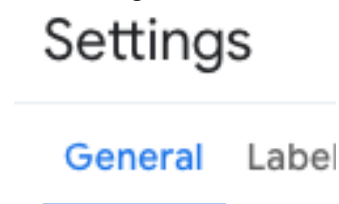
Within the Gmail page, go to Settings under the gear wheel:



Click on the “See all settings” button:



In Settings>General:



Scroll down until you get to



**Signature:**


(appended at the end of all outgoing messages)

[Learn more](#)

Click the “+ Create new” button to add a signature:

2021 - Standard



 Create new

Give it a name:

## Name new signature

Cancel

Create

Open the included HTML file in any browser, and select everything on the page:

---

**Your\_Full\_Name**

Your\_Title\_Goes\_Here

Your\_Phone\_Number\_Goes\_Here



*Legal Notice: This email is for use by the addressee only and contains confidential information that must not be divulged. If this message has been received in error, please let us know immediately by replying to the sender. Please note that it is strictly forbidden for anyone other than the addressee to read, copy, divulge or use this message in any way; therefore if you are not the intended recipient you must delete the message from your computer along with any attachments.*

Copy and paste that into the text area of the signature you just created.

**SUPER IMPORTANT:**

Scroll down and click the "Save Changes" button. If you skip this step, everything will be for not and somewhere in the distance, a puppy is crying.

Everything should be good to go!