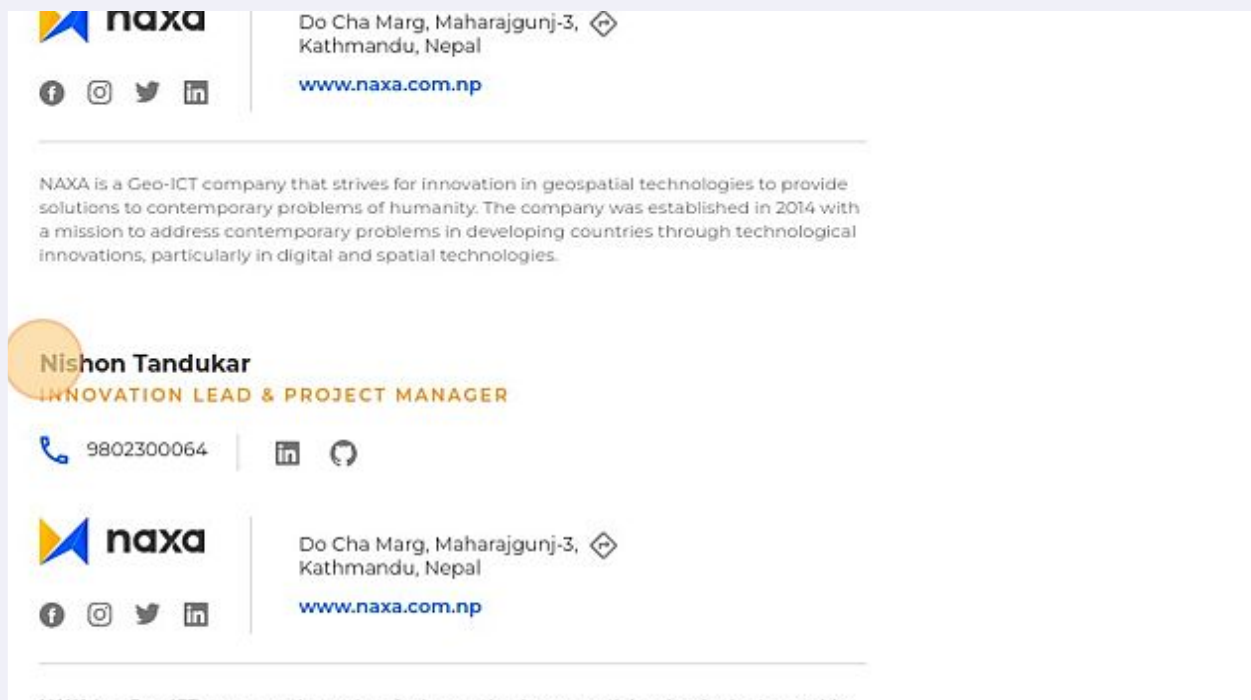


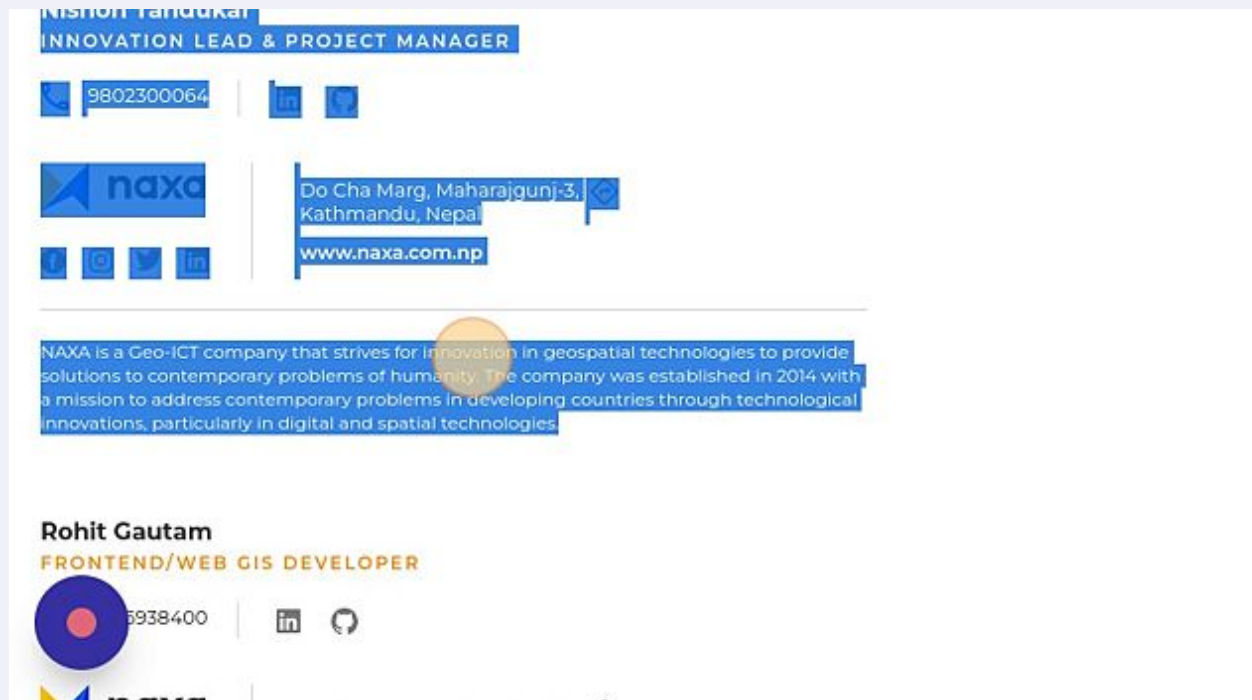
# Setup Company Email Signature

1 Navigate to [naxa-developers.github.io/email-signature/versi...](https://naxa-developers.github.io/email-signature/versions/)

2 Find your name

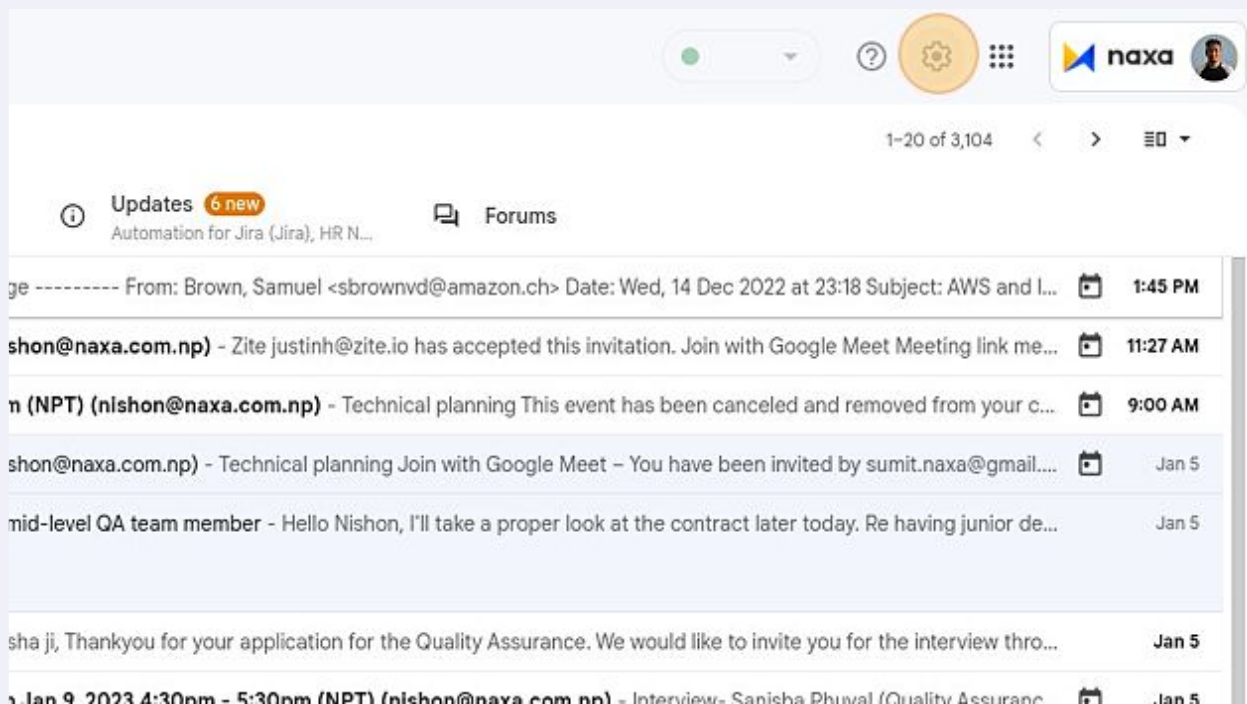


### 3 Copy the signature.



### 4 Open Gmail

## 5 Click on settings Icon





## 6 Click "See all settings"


## 7 Click "Create new"




☐ I'll add contacts myself


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

NAXA signature  

NAXA Signature Project Manager

**Nishon Tandukar**  
Innovation Lead and Technical Project Manager,  
phone: +977-9802300064 (WhatsApp) | [LinkedIn](#)

Sans Serif   **B** *I* U [A](#) 

 Create new

**Signature defaults**

FOR NEW EMAILS USE  ON REPLY/FORWARD USE

☐ Insert signature before quoted text in replies and remove the "---" line that precedes

**Personal level indicators:**

☒ **No indicators**










☐ **Show indicators** - Display an arrow ( > ) by messages sent to my address (not a

## 8 Type "2023 Signature [[enter]]"

## 9 Paste, the copied signature

## 10 Click "Save Changes"

**Message:**

Sans Serif    T    B    I    U    A                                 

« Plain Text

Thank you for your email. I'm on leave and will be back at (21st July). During this period I will have limited access to my email.

Note: This email was automatically generated

Best Regards,  
Nishon

☐ Only send a response to people in my Contacts

☐ Only send a response to people in NAXA

**Save Changes**    Cancel

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