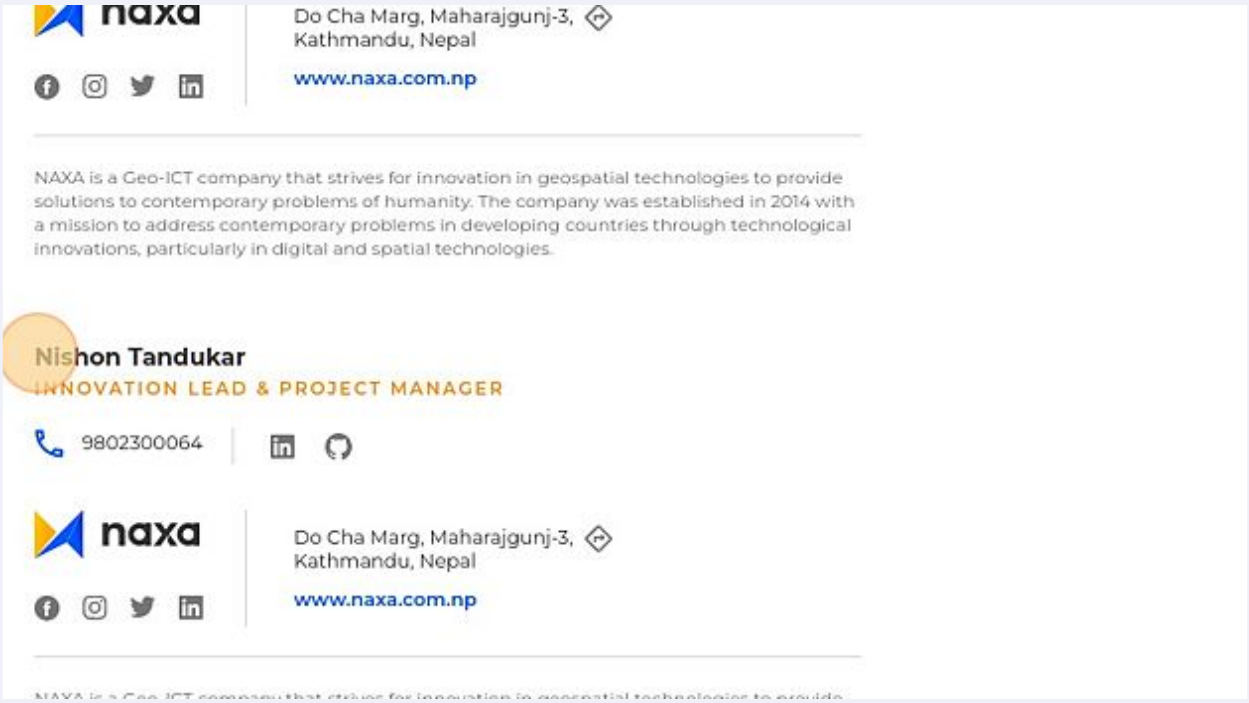
Setup Company Email Signature

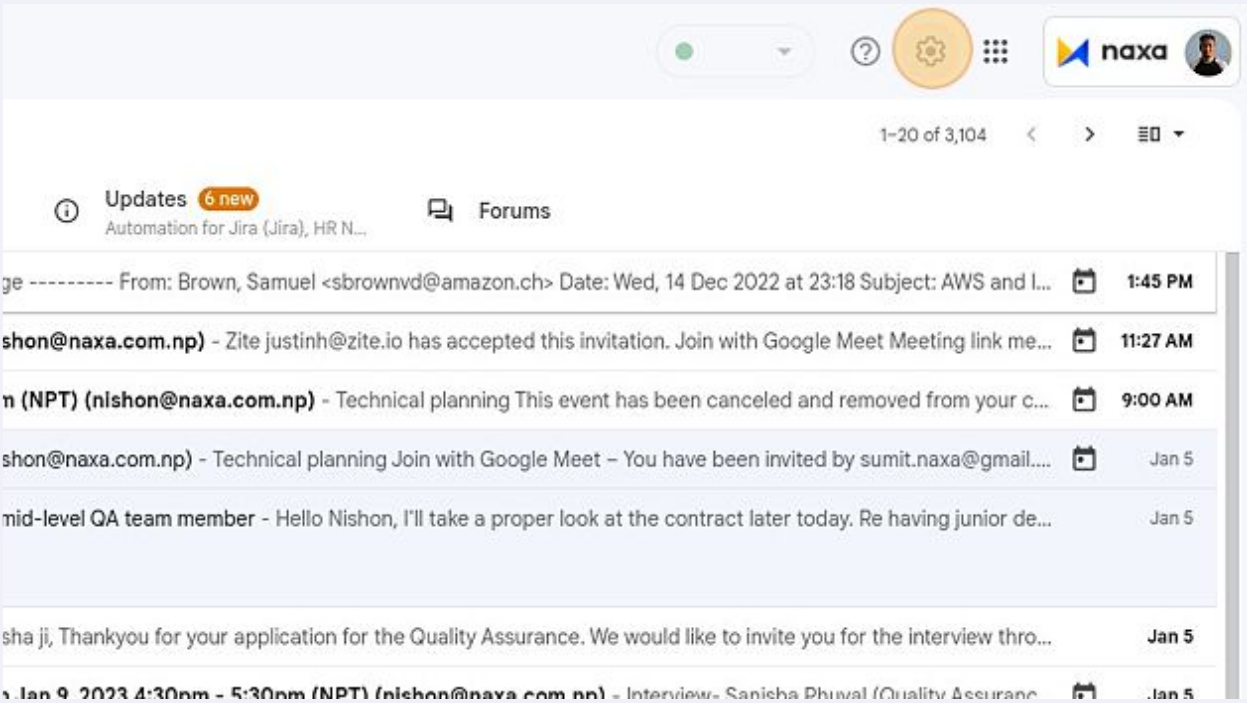
1 Find your name



2 Copy the signature.

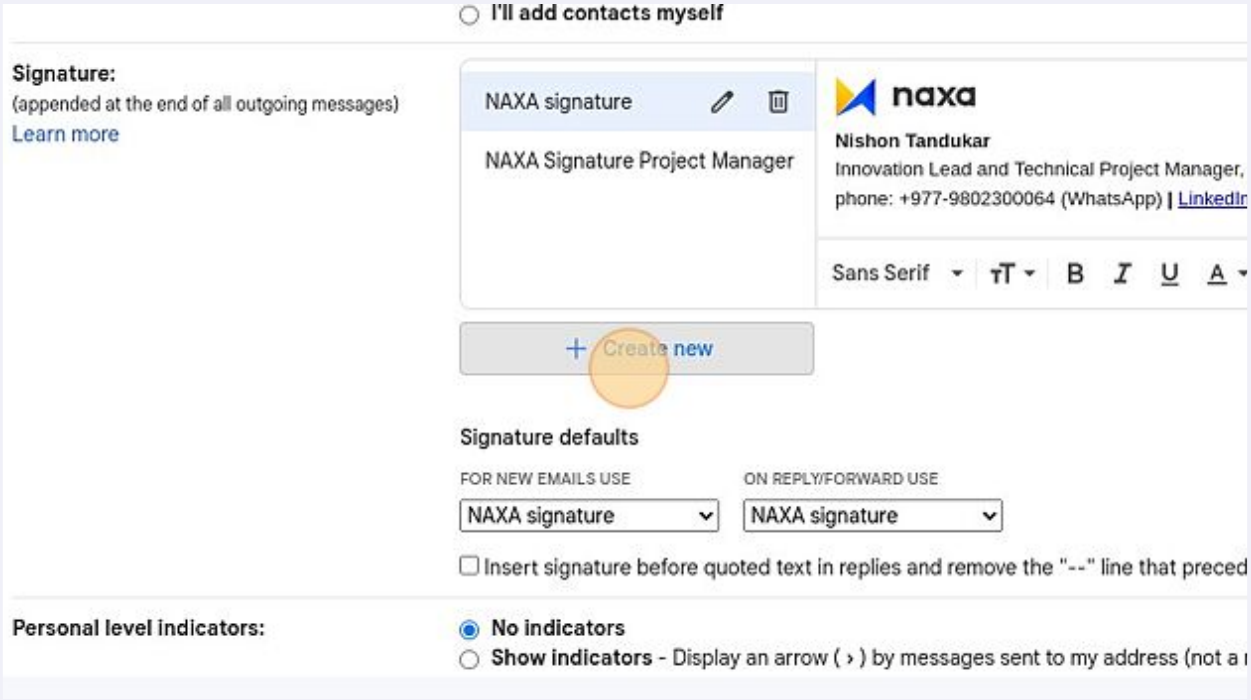
3 Open Gmail

4 Click on settings Icon

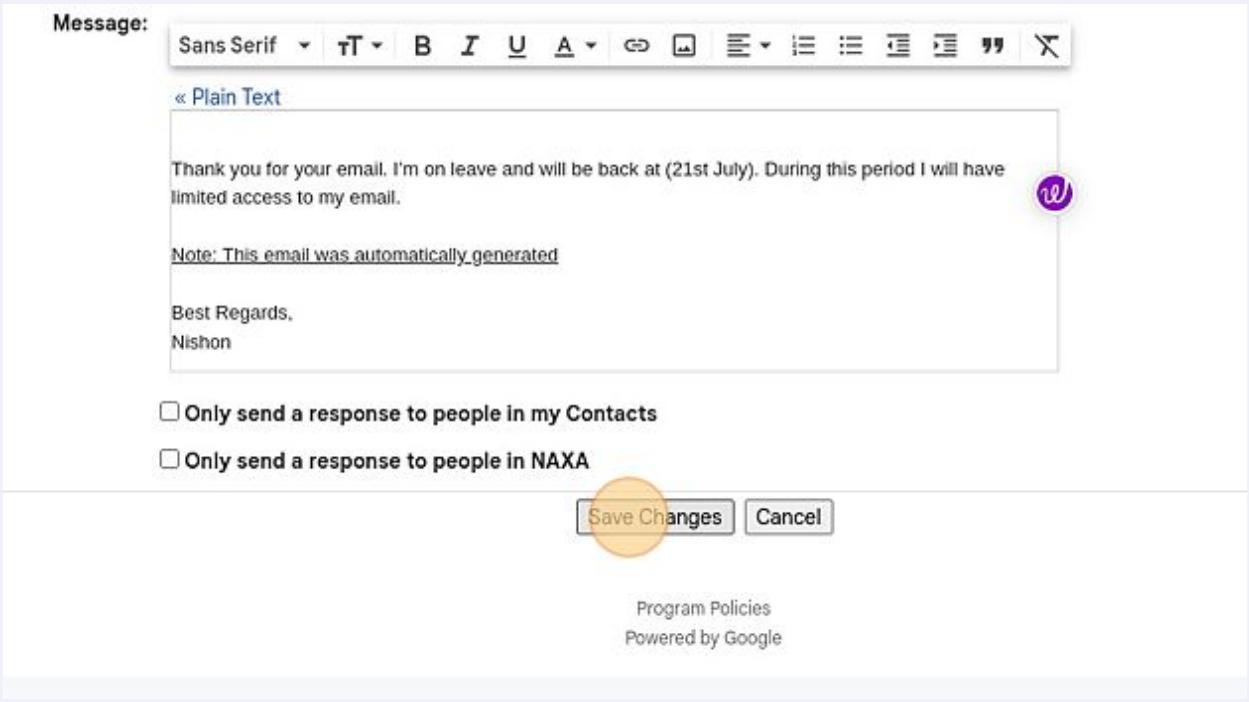


5 Click "See all settings"

6 Click "Create new"



7 Type "2023 Signature [[enter]]"

8 Paste, the copied signature

9 Click "Save Changes"