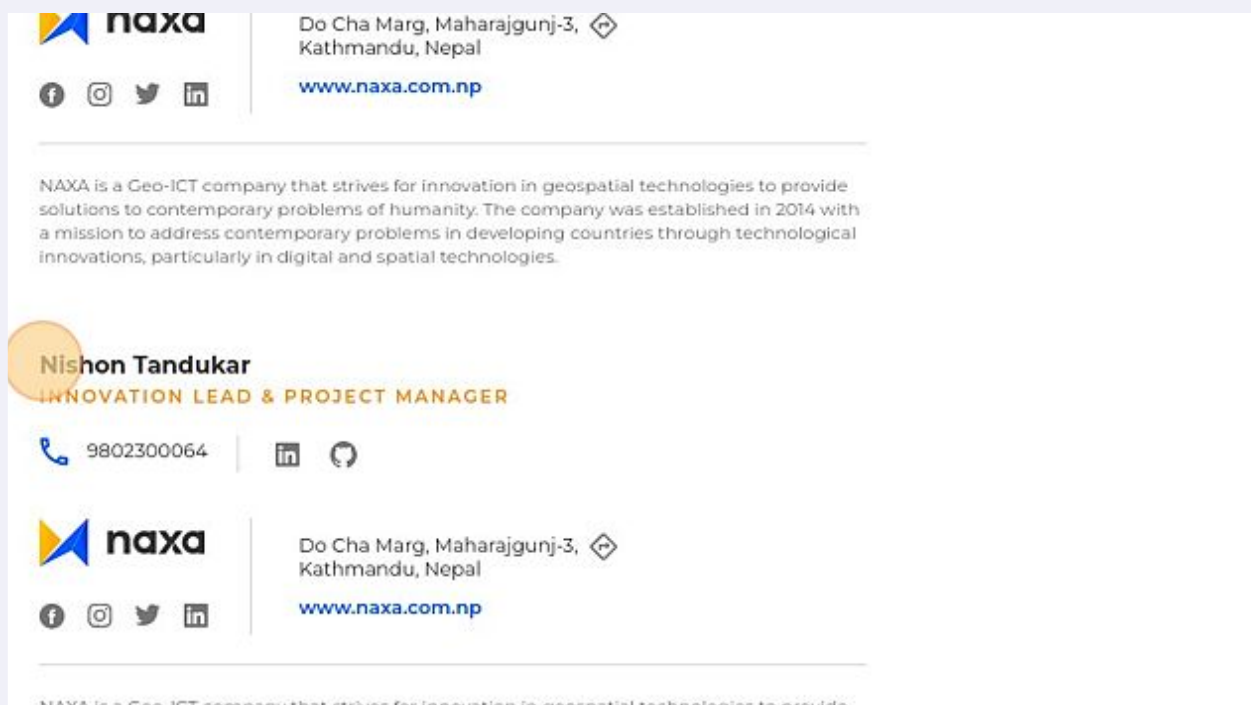
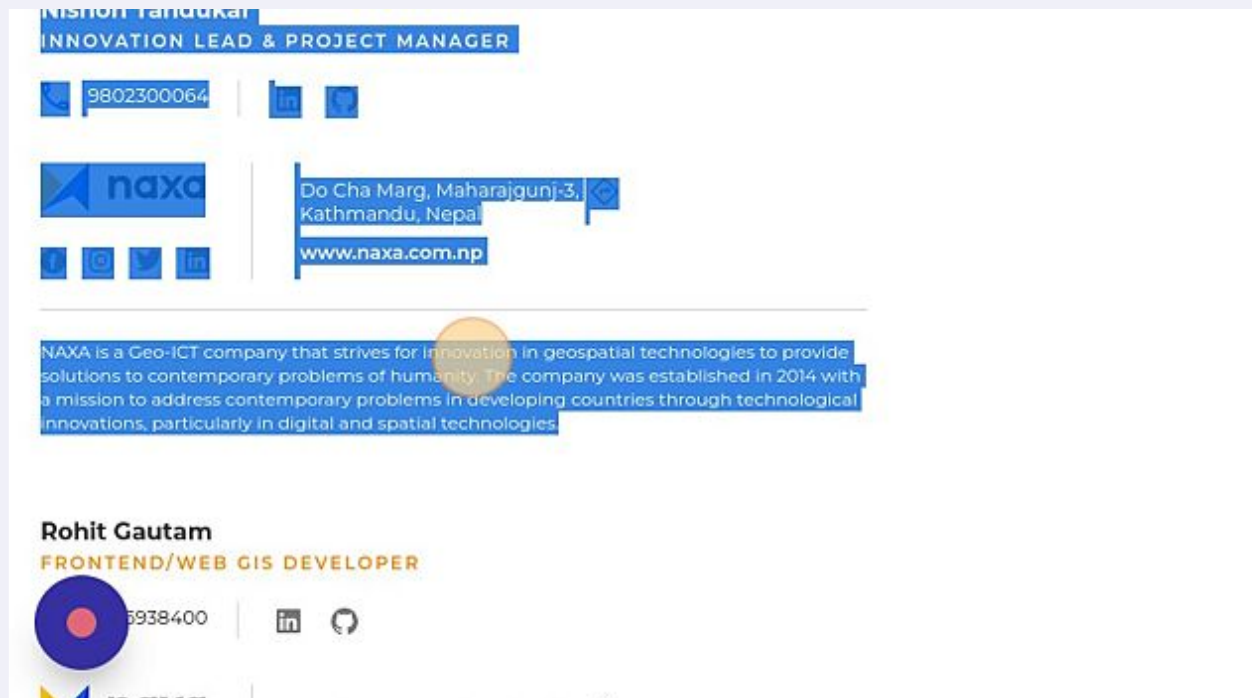


Setup Company Email Signature

1 Find your name

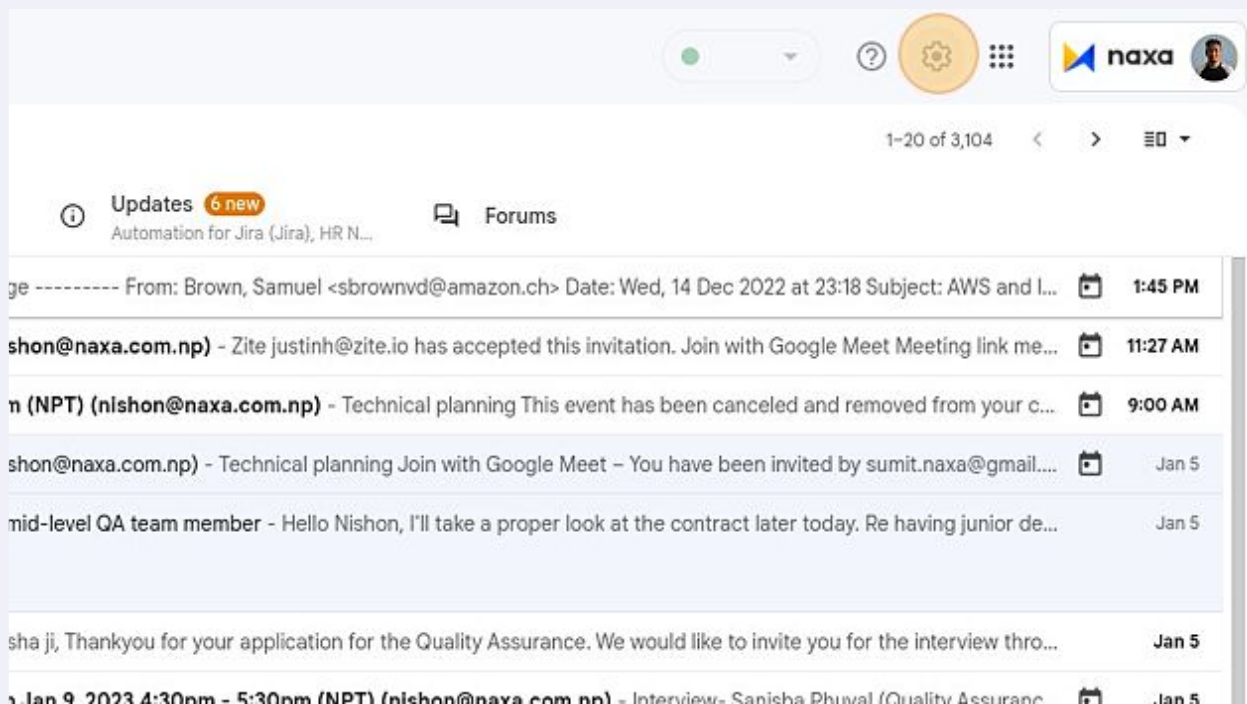


2 Copy the signature.



3 Open Gmail

4 Click on settings Icon





5 Click "See all settings"


6 Click "Create new"




☐ 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

NAXA signature 

NAXA signature 

☐ 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









7 Type "2023 Signature [[enter]]"

8 Paste, the copied signature

9

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

Program Policies
Powered by Google