

# How to add a new email signature in Gmail

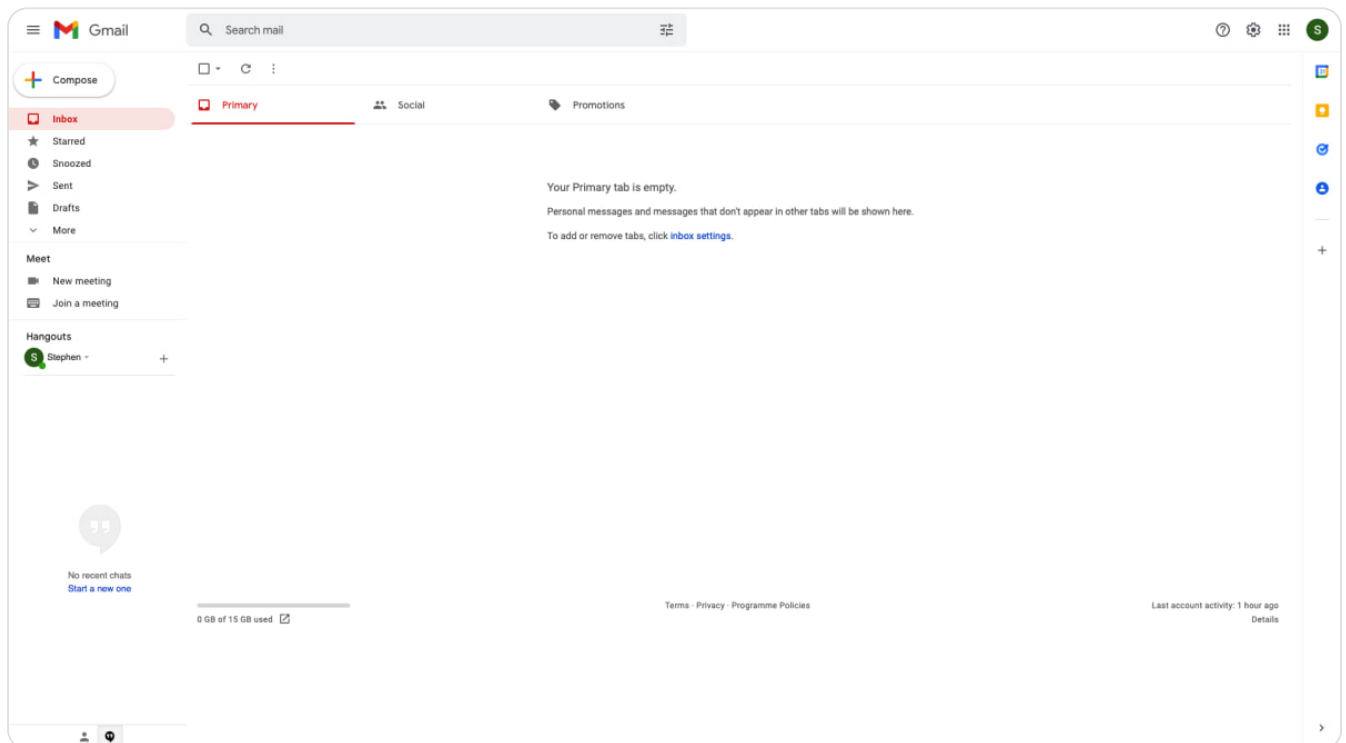
Now it's time to put your email signature to work. Follow the steps below to copy your signature and add it to your GMAIL.

1

You need to copy generated email signature with **CTRL+A** & **CTRL+C**

2

Log in to your Gmail account and click the gear icon in the top right corner.



3

Choose "See all Settings".

4

Scroll down to the Signature section. Click "Create new".

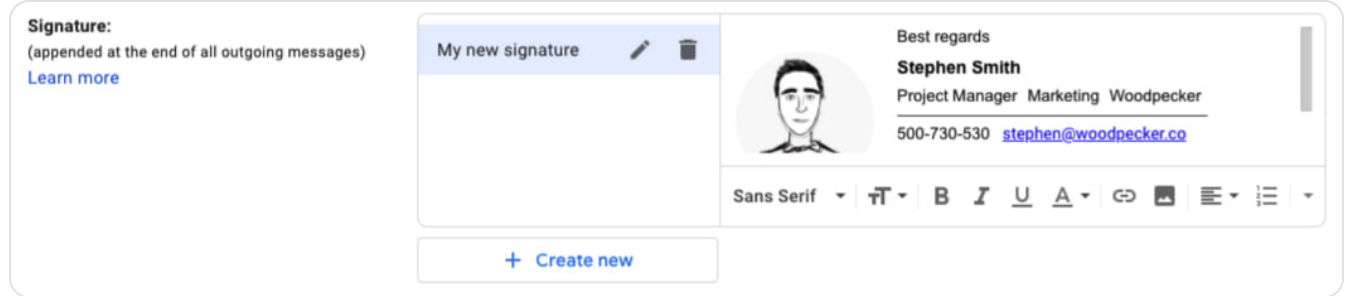


5

Choose a name for your signature and click "Create".

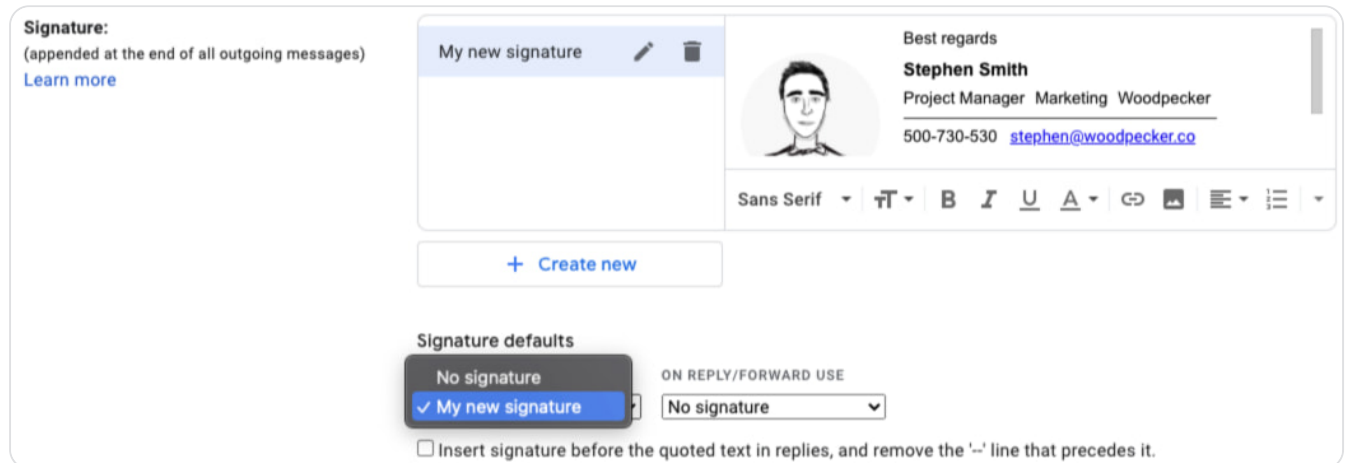
6

Paste your signature into the editor.



7

Choose the signature you just created in the "Signature defaults" menu.



8

Scroll down and click on "Save changes".

✓

Start drafting an email to check out your new email signature.

To

Cc Bcc

Subject

--



Best regards

**Stephen Smith**

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Send

