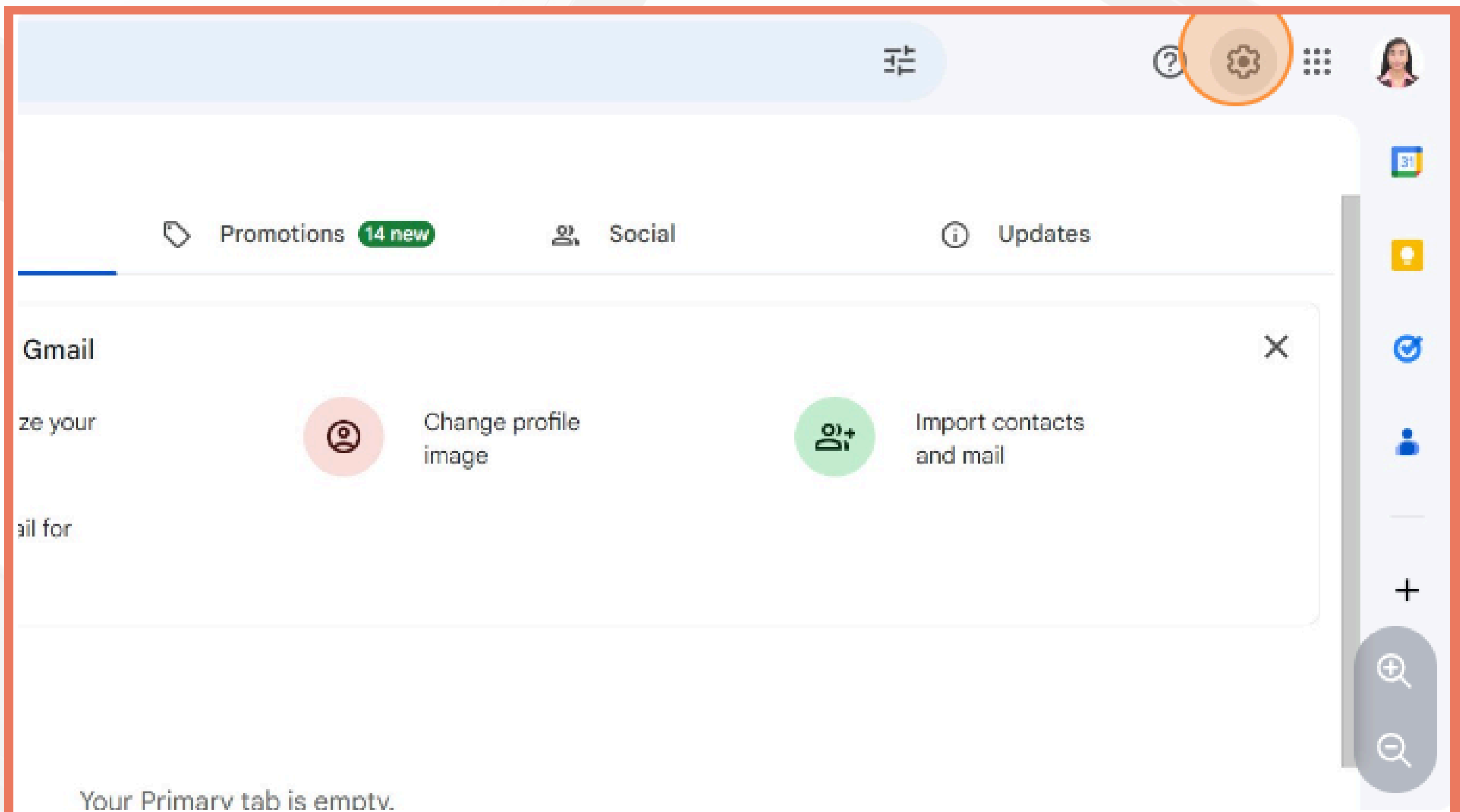


How to Create EMAIL SIGNATURES

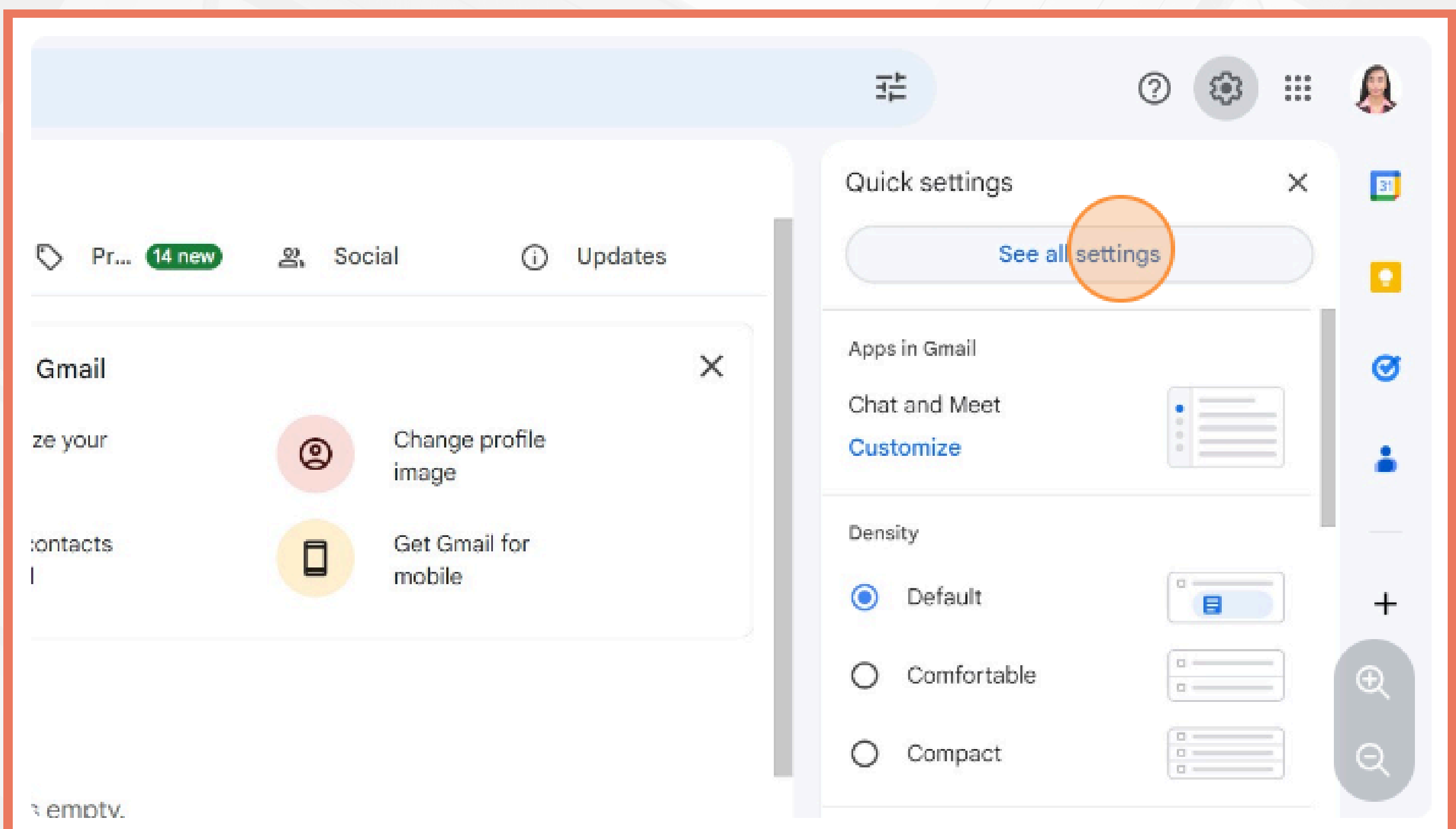


01 Go to gmail.com and log in to your account.

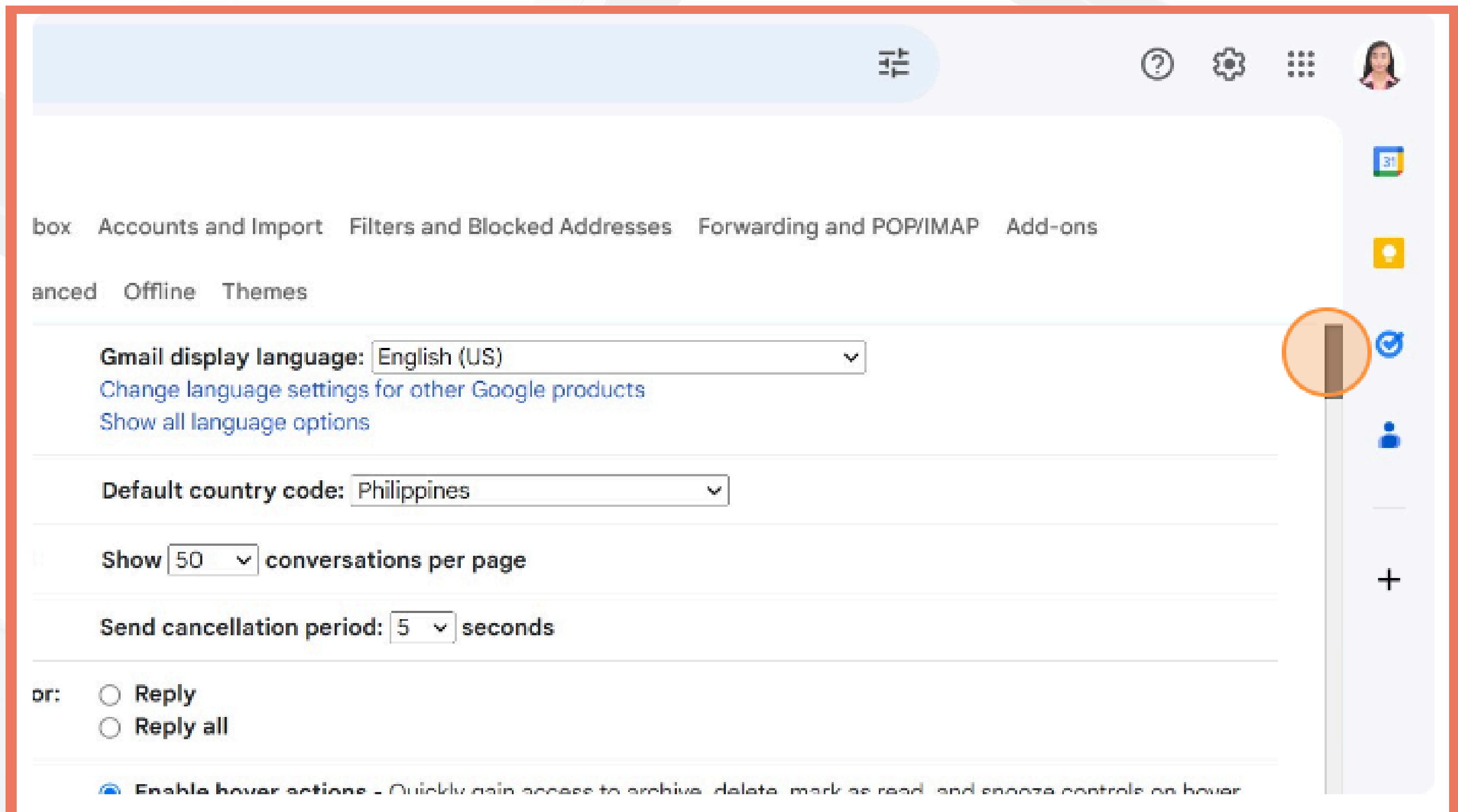
02 Go to settings. Click the gear icon in the top-right corner.



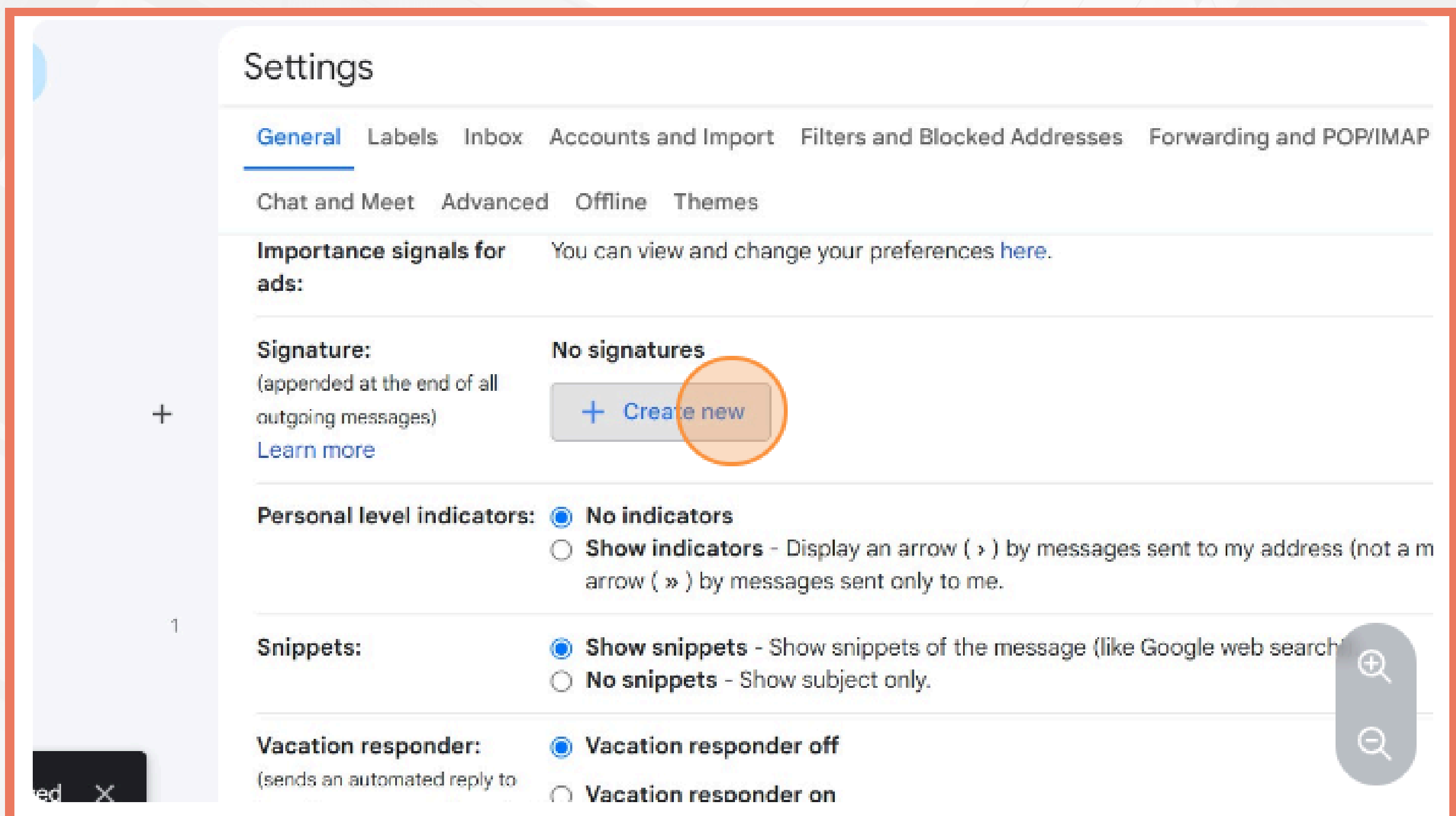
03 Select "See all settings."



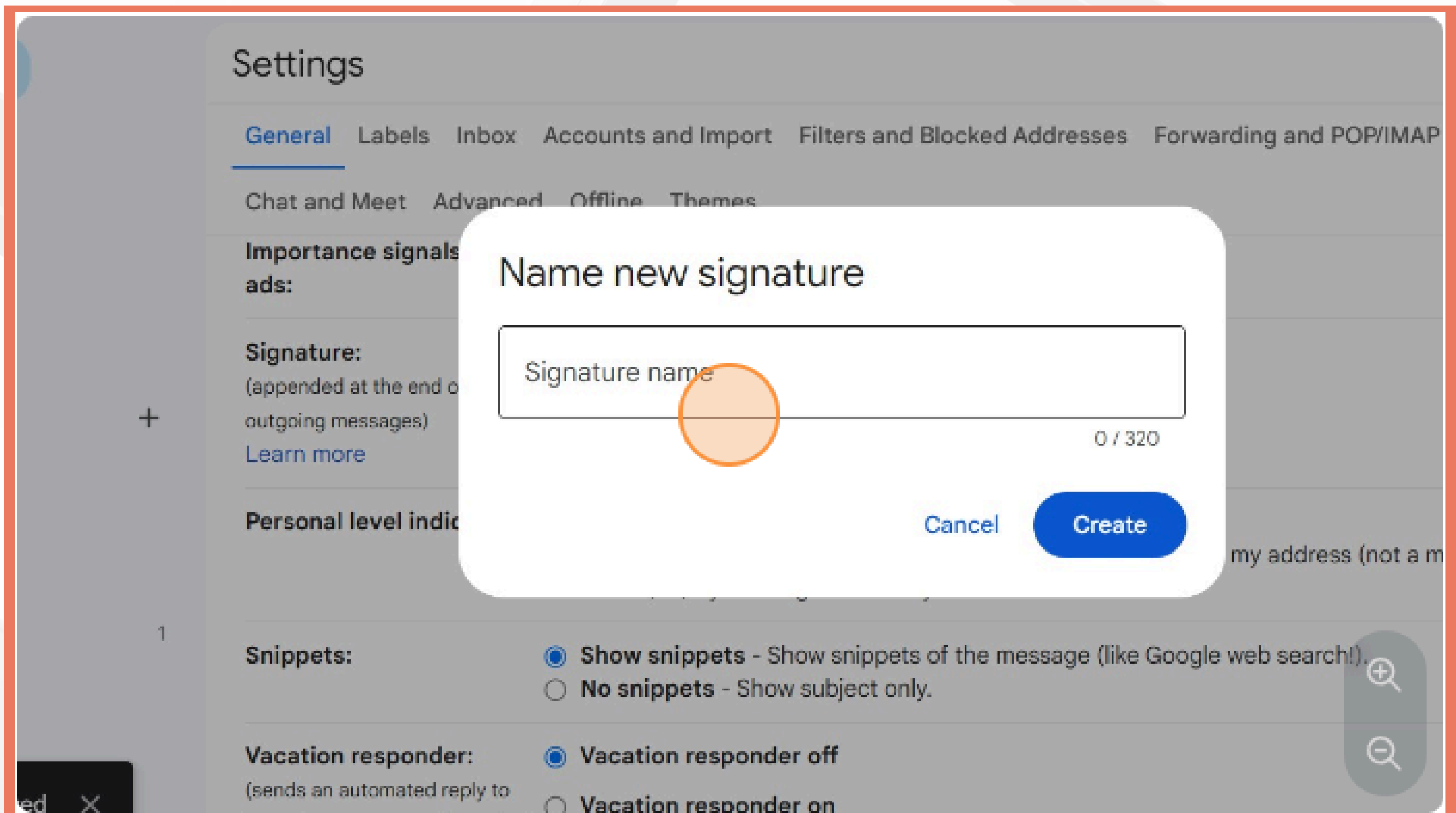
04 In the "General" tab, scroll down to the "Signature" section.



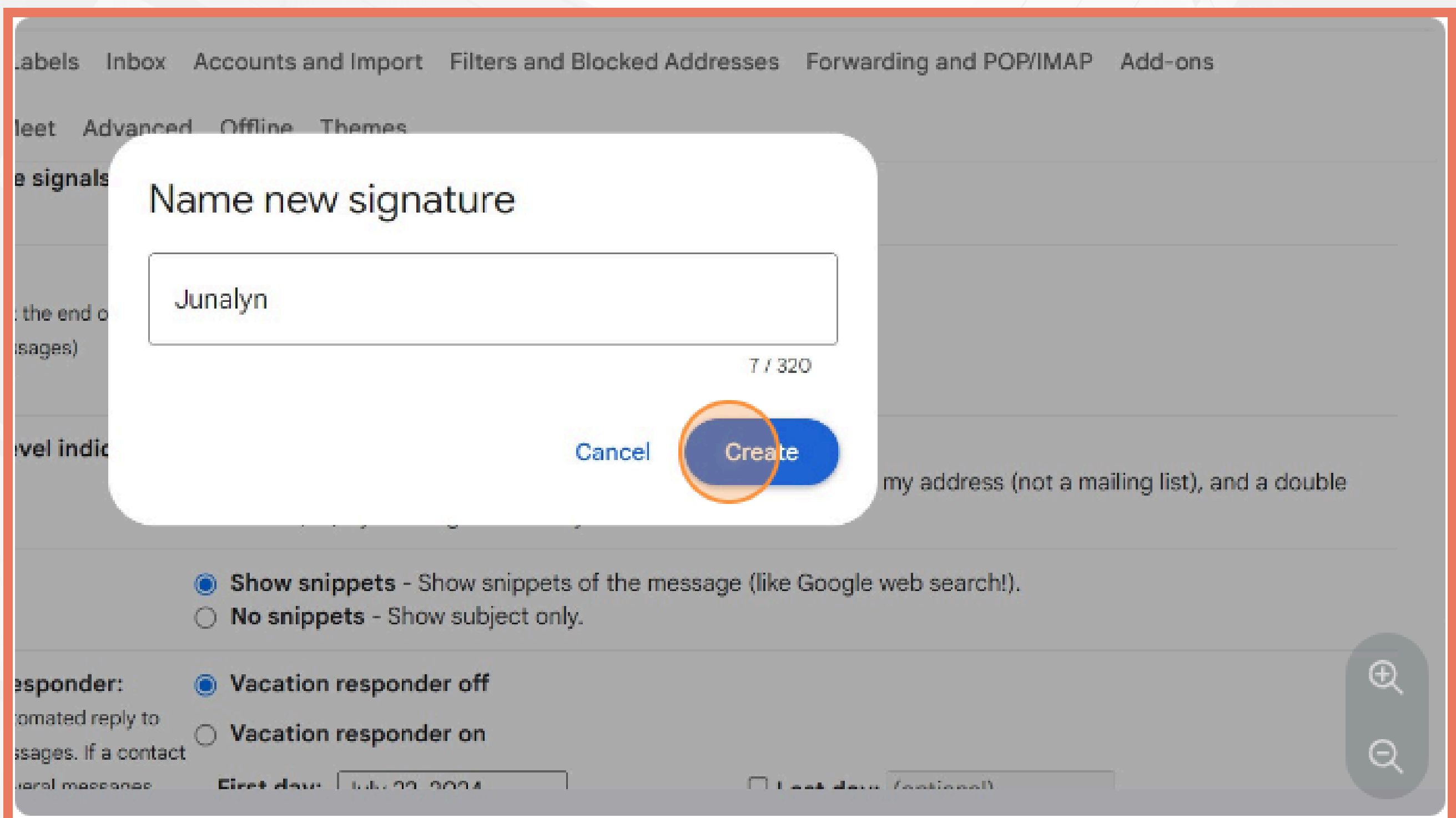
05 Create a New Signature. Click "Create new".



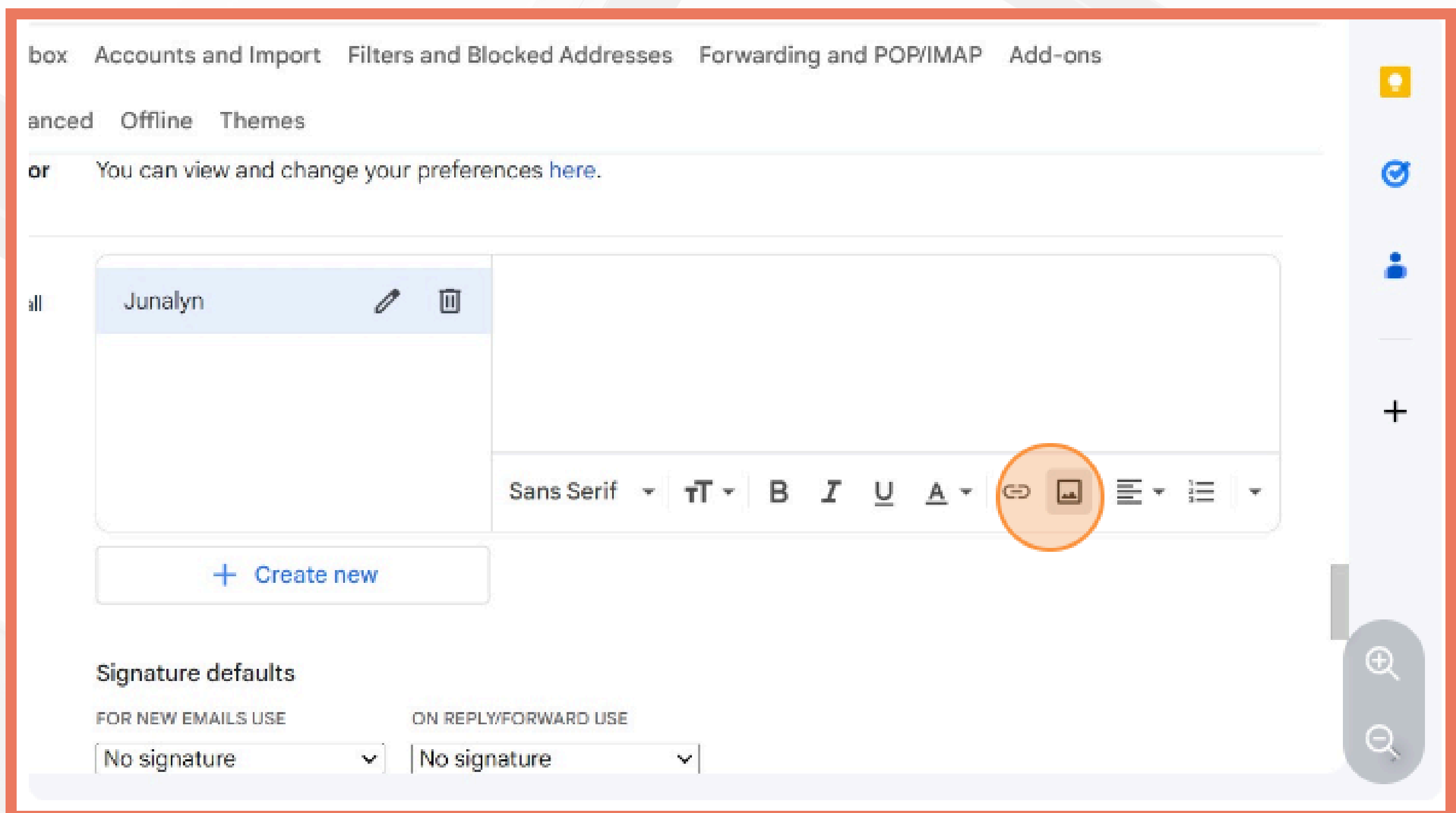
06 Enter a name for your signature.



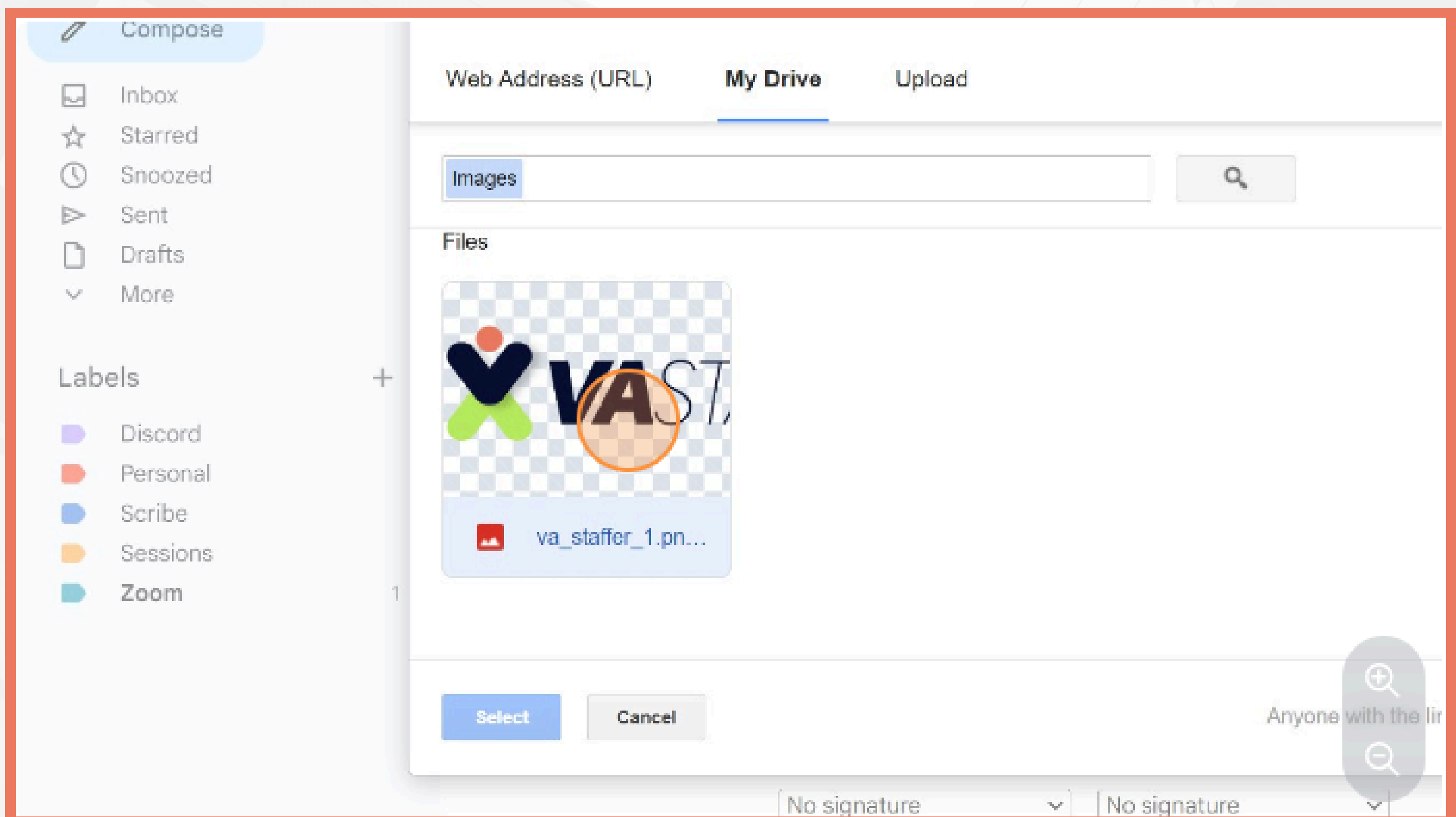
07 Click "Create"

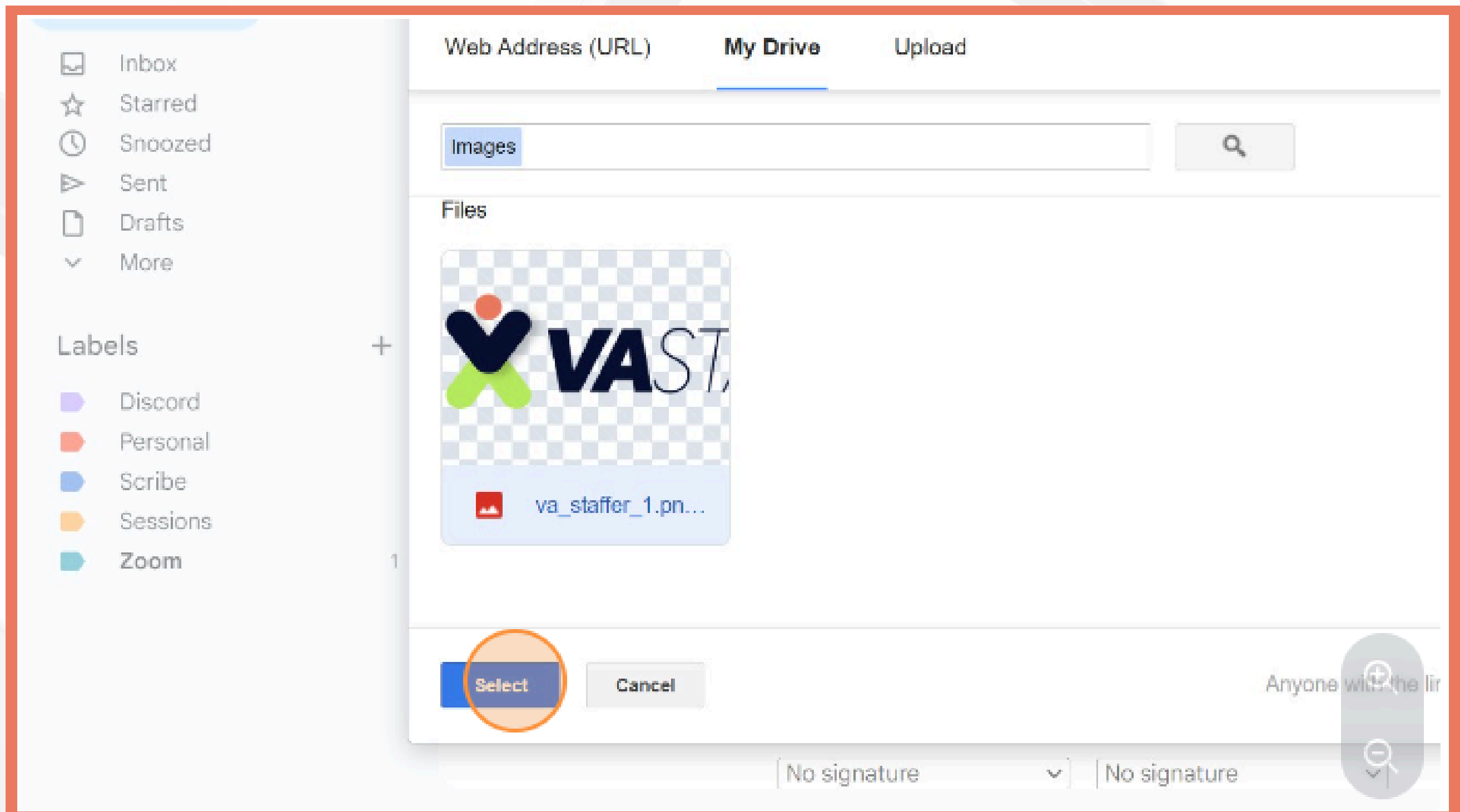
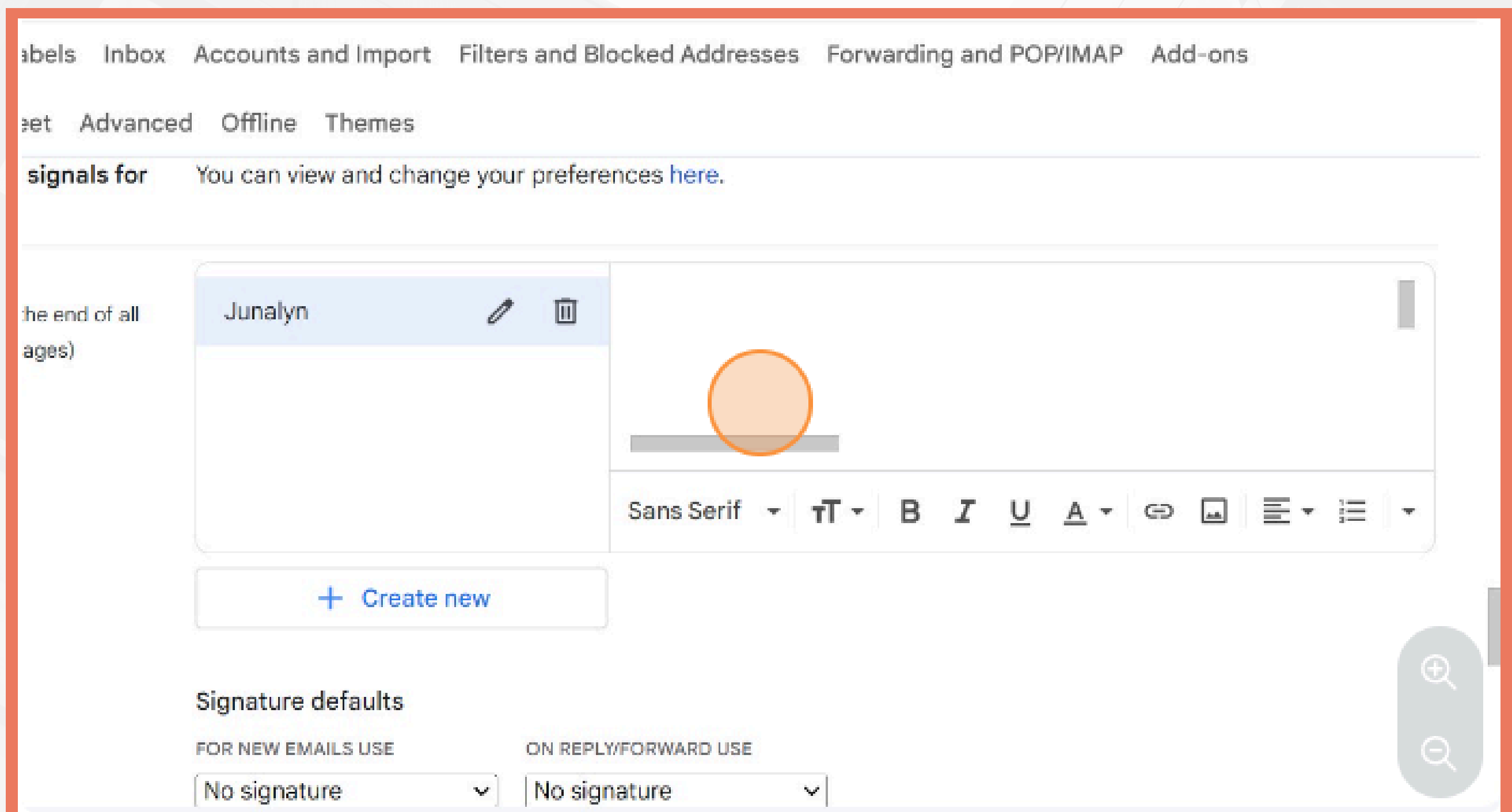


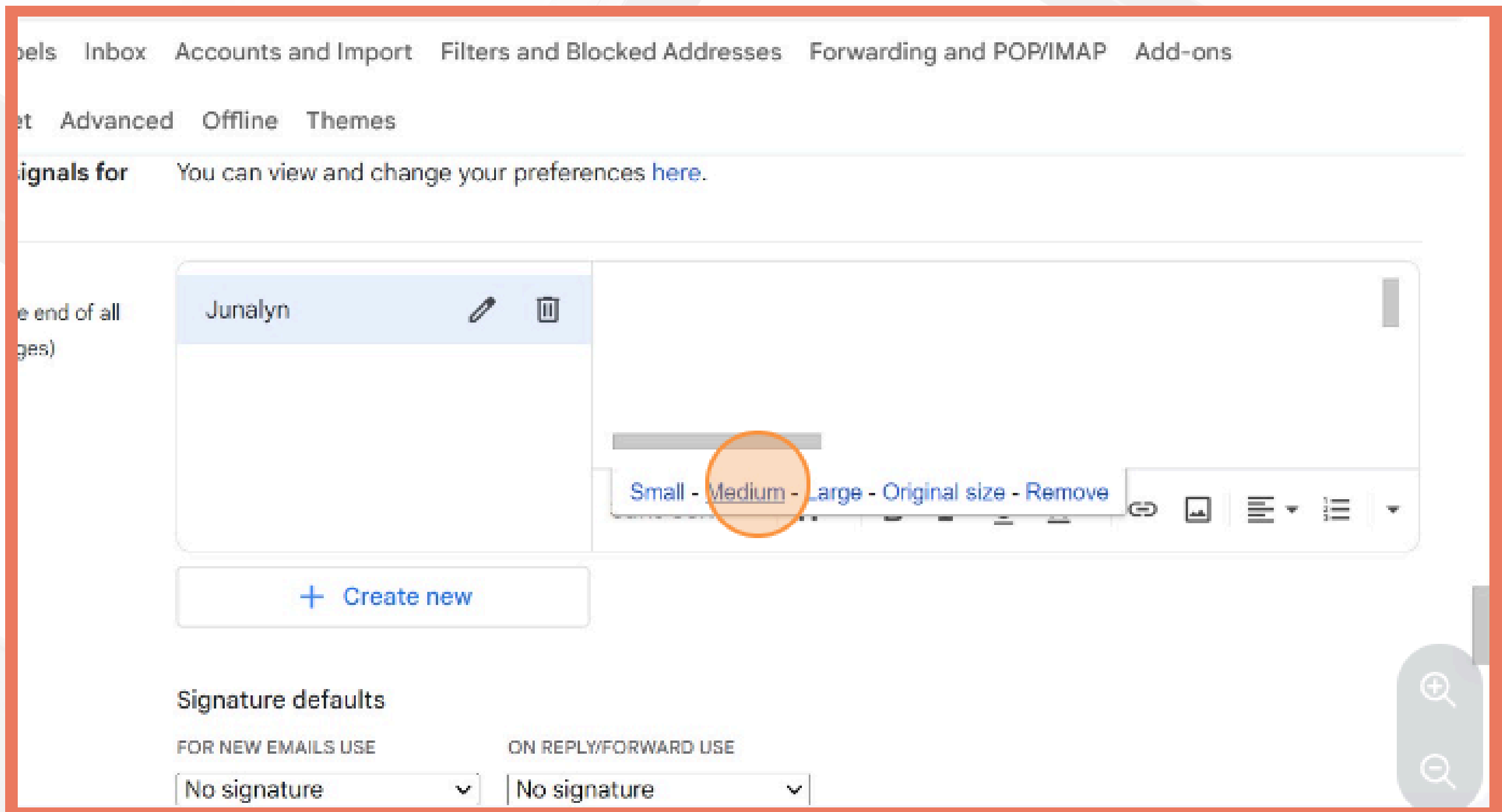
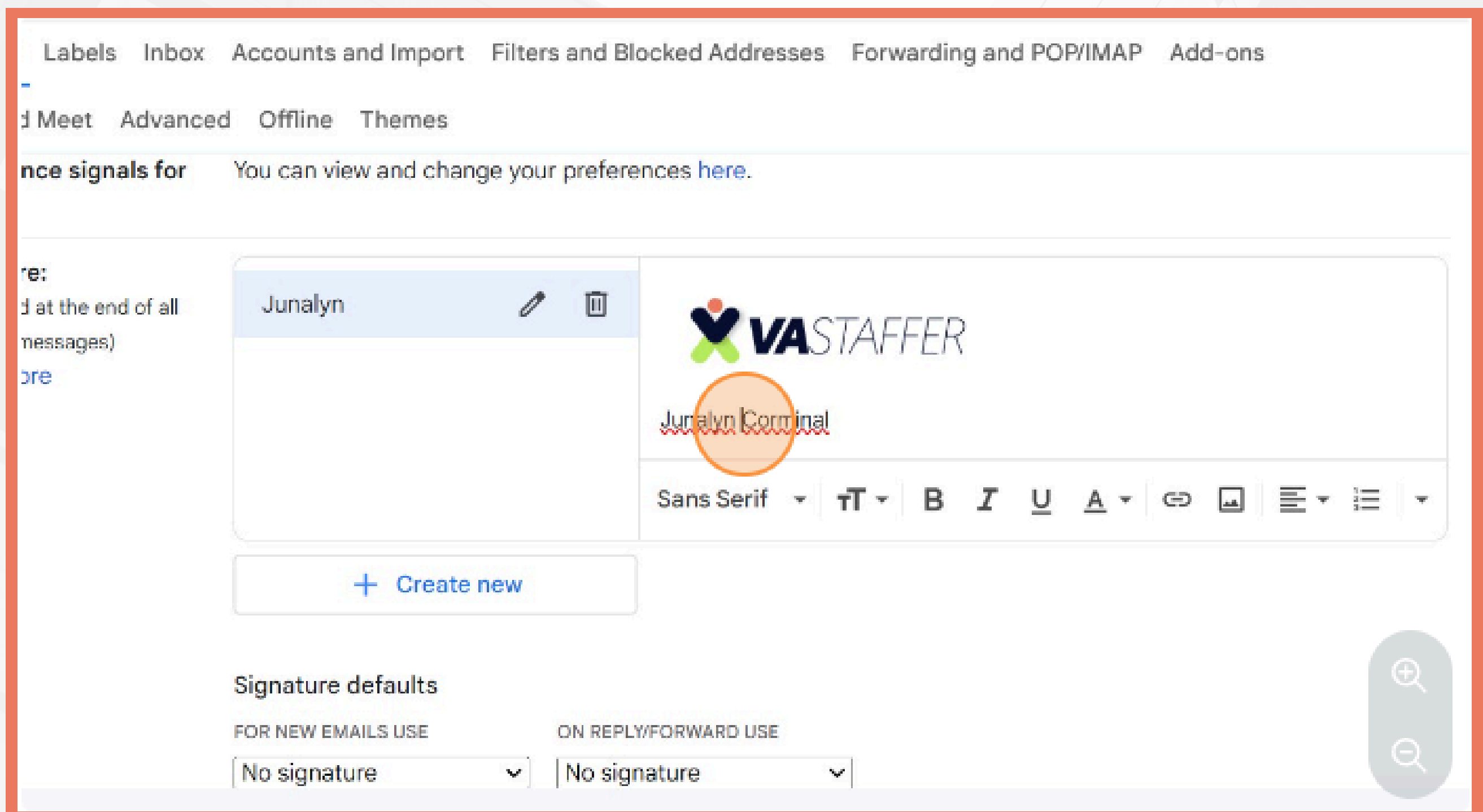
08 OPTIONAL: In designing your signature, you can click the "Insert image" icon in the toolbar.

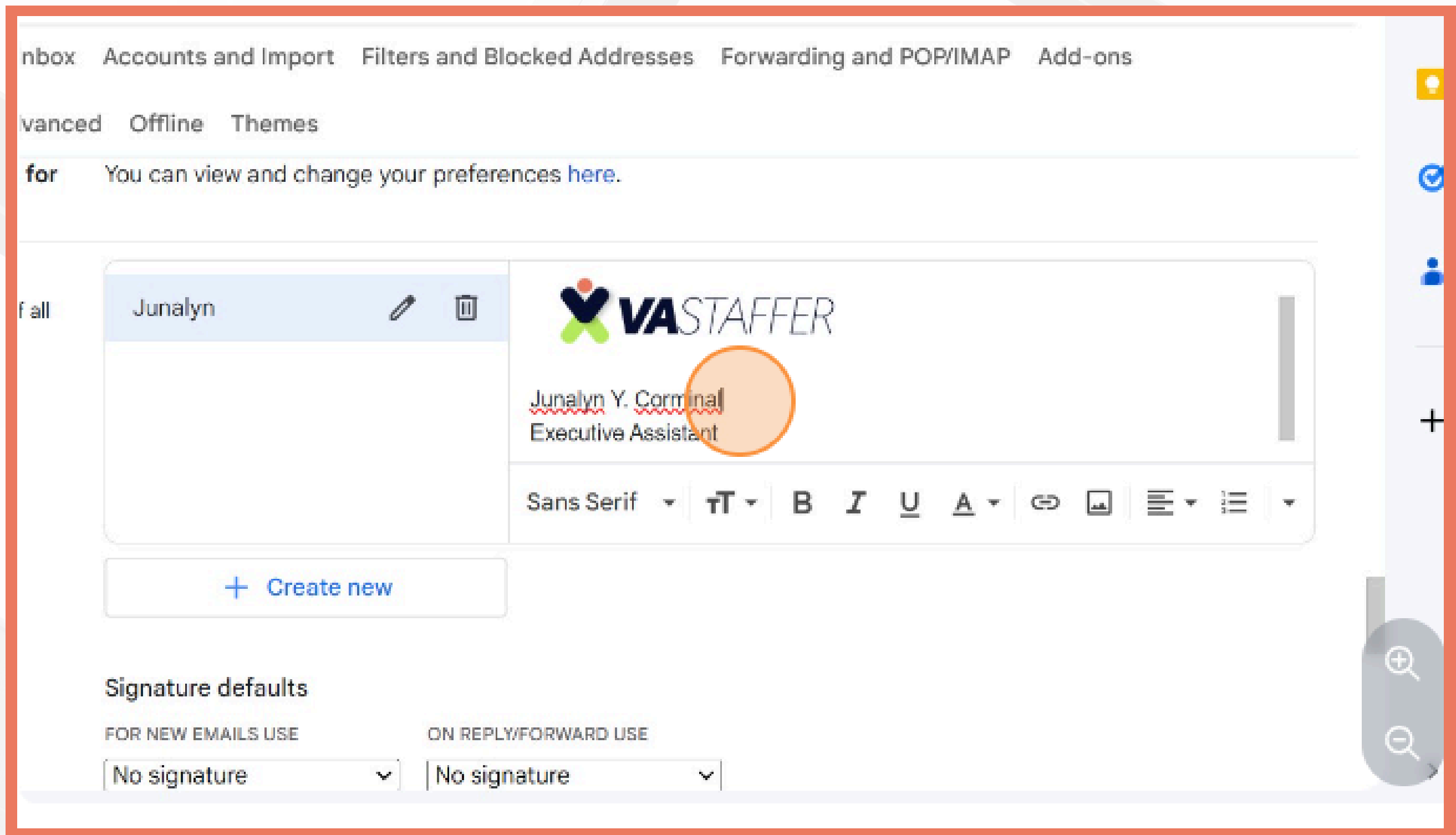


09 Upload your company logo from your computer.



10 Click "Select"**11** Adjust the size and position of the logo within your signature.

12 Click "Medium"**13** Type your name below the logo.

14 Enter your company position.

Mailbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Advanced Offline Themes

for You can view and change your preferences [here](#).

of all Junalyn

VASTAFFER

Junalyn Y. Corminal
Executive Assistant

Sans Serif | Font size | **B** | *I* | U | A | Link | Image | Bulleted list | Numbered list

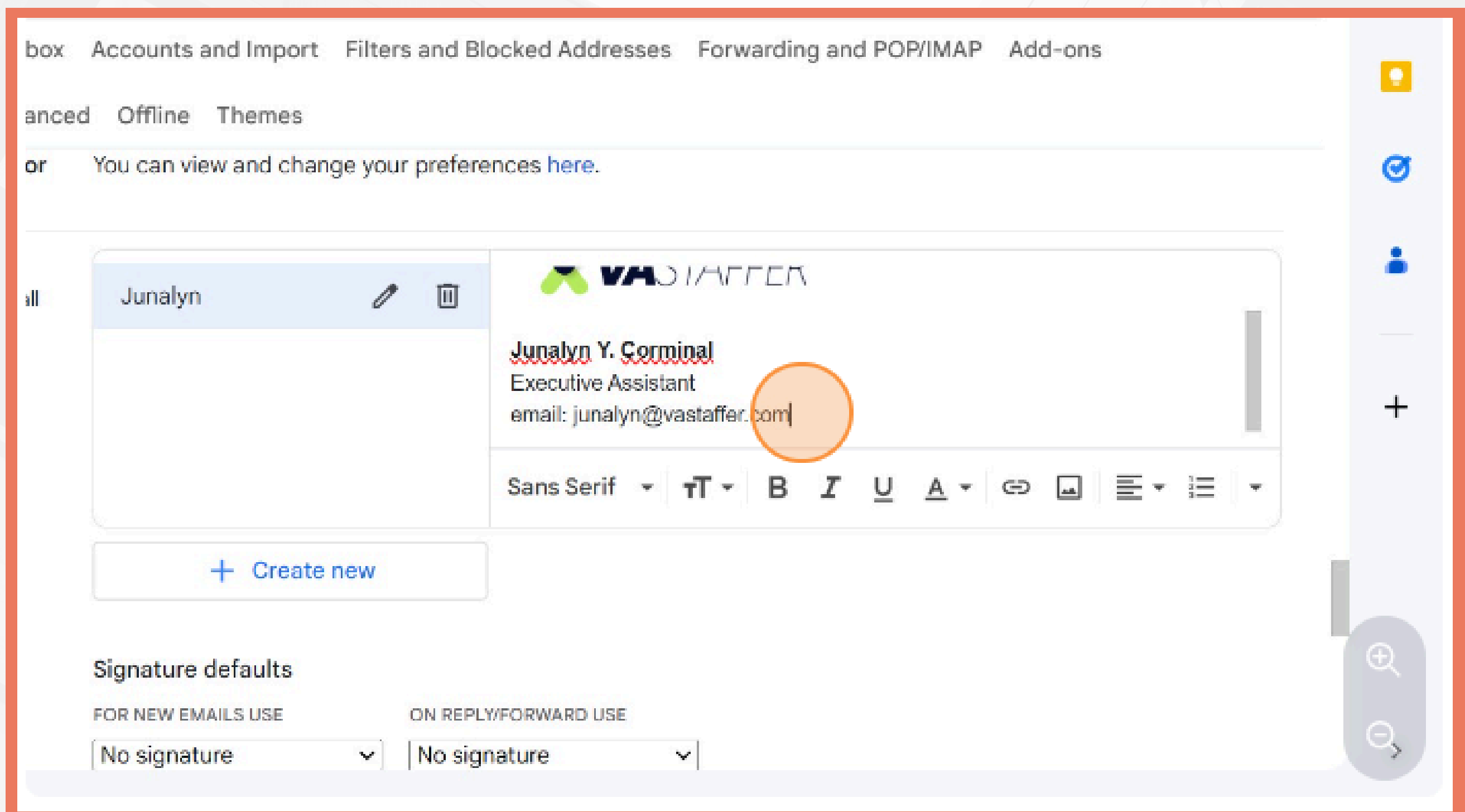
+ Create new

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

No signature No signature

The screenshot shows the Outlook signature editor interface. The 'Company position' field is highlighted with an orange circle. The signature text is 'Junalyn Y. Corminal' (underlined) and 'Executive Assistant'. The interface includes a 'Create new' button and 'Signature defaults' for new emails and replies.

15 Add your email address below your company position.

Mailbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Advanced Offline Themes

for You can view and change your preferences [here](#).

of all Junalyn

VASTAFFER

Junalyn Y. Corminal
Executive Assistant
email: junalyn@vastaffer.com

Sans Serif | Font size | **B** | *I* | U | A | Link | Image | Bulleted list | Numbered list

+ Create new

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

No signature No signature

The screenshot shows the Outlook signature editor interface. The 'Email address' field is highlighted with an orange circle. The signature text is 'Junalyn Y. Corminal' (underlined), 'Executive Assistant', and 'email: junalyn@vastaffer.com'. The interface includes a 'Create new' button and 'Signature defaults' for new emails and replies.

16 Adjust the size of the details in your signature.

The screenshot shows the Gmail signature editor interface. At the top, there are navigation tabs: "Inbox", "Accounts and Import", "Filters and Blocked Addresses", "Forwarding and POP/IMAP", and "Add-ons". Below these are "Advanced", "Offline", and "Themes" options. A message preview shows a signature for "Junalyn" with a Vastaffer logo. A dropdown menu is open over the font size selector, showing options: "Small", "Normal" (checked), "Large", and "Huge". The font size selector is circled in orange. Below the signature editor, there are "Signature defaults" for "FOR NEW EMAILS USE" and "ON REPLY/FORWARD USE", both set to "No signature".

17 Under "Signature defaults," choose your new signature for new emails.

The screenshot shows the Gmail signature editor interface with the "Signature defaults" section highlighted. The "FOR NEW EMAILS USE" dropdown menu is open, showing options: "No signature", "Junalyn", and "No signature". The "FOR NEW EMAILS USE" dropdown is circled in orange. Below the dropdowns, there is a checkbox for "Insert signature before quoted text in replies and remove the '---' line that precedes it." Under "Personal level indicators," the "No indicators" option is selected. Under "Snippets," the "Show snippets" option is selected. The "Signature defaults" section is circled in orange.

18 Choose your new signature for replies/forwards.

The screenshot shows the Gmail 'Settings' page under the 'General' tab. The 'Signature defaults' section is highlighted. Under 'FOR NEW EMAILS USE', the dropdown menu is set to 'Junalyn'. Under 'ON REPLY/FORWARD USE', the dropdown menu is set to 'No signature', which is circled in orange. Below this, there is a checkbox for 'Insert signature before quoted text in replies and remove the "--" line that precedes it.' The 'Personal level indicators' section shows 'No indicators' selected. The 'Snippets' section shows 'Show snippets' selected. A search bar is visible on the right side of the page.

19 Scroll down to the bottom of the page and click "Save Changes."

The screenshot shows the bottom of the Gmail 'Settings' page. The 'Message' section is visible, with a text area and a toolbar. Below the text area, there is a checkbox for 'Only send a response to people in my Contacts'. At the bottom of the page, there are two buttons: 'Save Changes' and 'Cancel'. The 'Save Changes' button is circled in orange. The footer of the page shows '15 GB used', 'Terms - Privacy - Program Policies', and 'Last account activity: 18 minutes'. A search bar is visible on the right side of the page.

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Jeff J Hunter

*Founder VA Staffer
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