

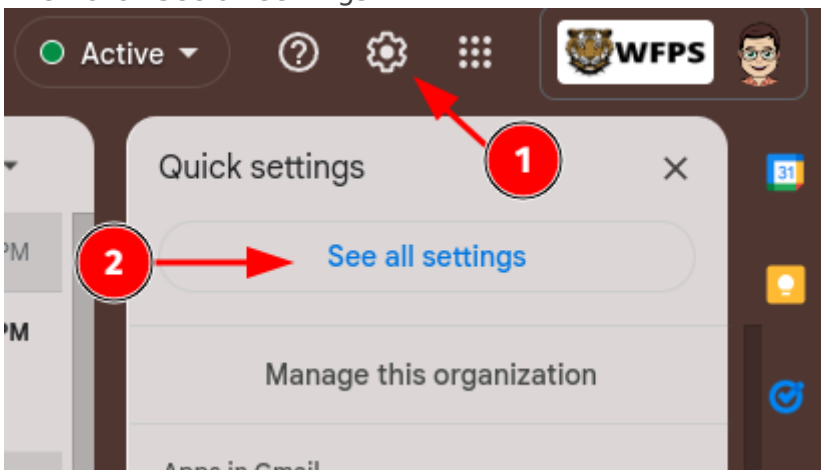
Gmail Signatures

Email signatures have come a long way since their humble beginnings of allowing an email program to automatically type your name at the bottom of an email message. Today there is a wide variety of information added to email signatures. Here are some of the more common items:

- Bitmoji or headshot
- Your name and title
- Department or campus where you work
- Phone and/or fax number
- Address (and link to online directions)
- Social media icons (each linked to your social media presence)
- School/district mascot
- Inspirational quote or quote related to your field of expertise
- Digital badges showing your areas of expertise

Perhaps you don't have a Gmail signature or like me haven't updated it in years. This is a quick refresher on where to access signature settings in Gmail.

With Gmail open click on the settings gear in the upper right. Then click See all settings

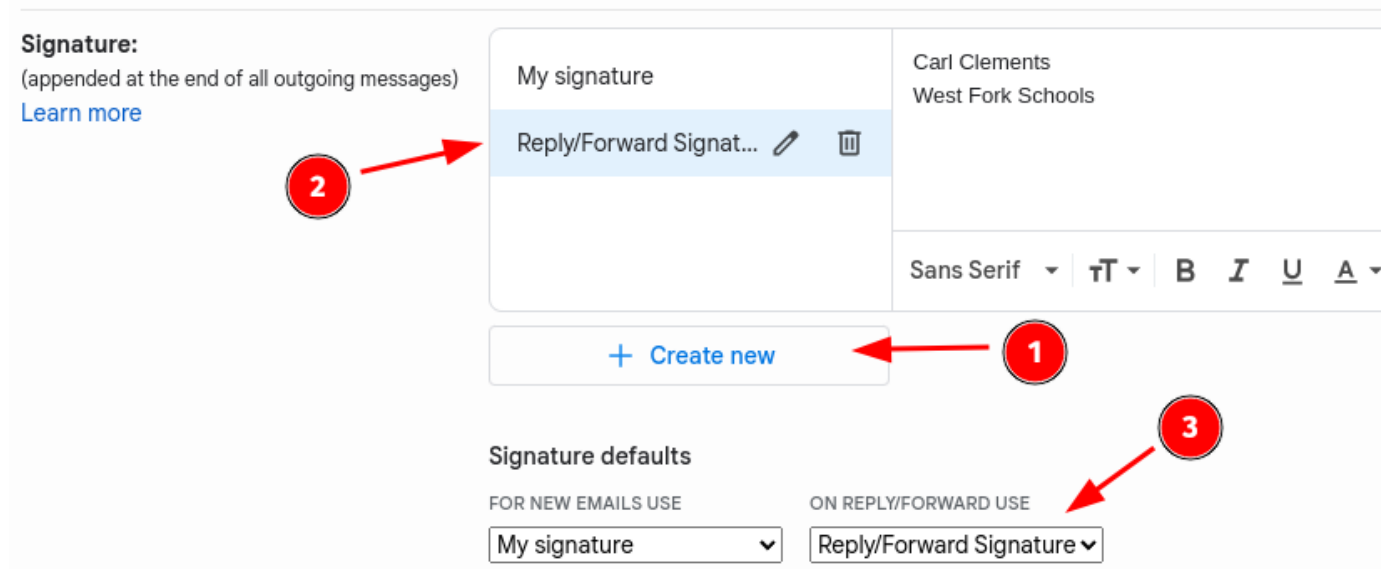


Scroll down to the Signature section and make your edits.

Signature: (appended at the end of all outgoing messages) Learn more	My signature   Carl Clements Technology Coordinator West Fork Public Schools 479-839-8523 x 4032
Sans Serif ▾ tT ▾ B <i>I</i> <u>U</u> <u>A</u> ▾     ▾ + Create new	

You can customize text, add hyperlinks, pictures, and much more!
Don't forget to scroll down and click Save Changes.

Consider creating a second, smaller signature file and using it for replies and forwards.



Alternatively, there are a number of websites and templates to generate a “fancier” signature file. Just do a quick Google search and follow the instructions for Gmail.

Originally posted by Carl Clements on the West Fork Technology Hub (2023-02-28).

Revision #2

Created 2026-10-26 17:41:39 UTC by Cory Robbins

Updated 2026-10-26 17:41:42 UTC by Cory Robbins