**O'Brien Speech, Language
& Learning PLLC.
Discover, Encourage, Grow**

Creating a Custom Email Signature in Gmail - Basic

1. Open Gmail

2. In the top right corner, click the ⚙ symbol and select 'Settings'

3. Scroll down to the section that says 'Signature'

4. In the text box provided you can create and edit your signature, add links, photos and social media icons.

5. You can adjust the text format, size color and alignment using the toolbar at the top of the signature window.

6. To add a quotation, type the quotation where you want it to appear in the signature. Select the 🙿 symbol from the toolbar to indent the quotation.

7. If you want the signature you created to be added at the end of all emails, click the bubble next to the signature (see below)
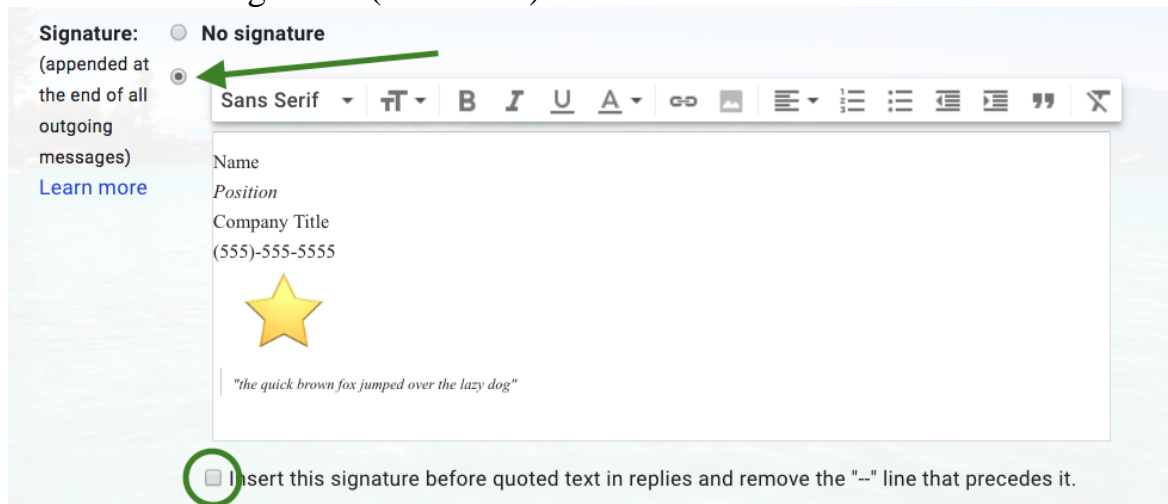
8. If you want the signature to appear before quoted text in relies and to remove the "- -" line that precedes it, check the box at the bottom of the signature window (circled in the above).

9. Once you finish creating / updating the signature, scroll to the bottom of the page and click Save Changes

10. Now that you have saved your changes, the signature will appear at the bottom of all emails you send. To check what it looks like, select "Compose" and a new email window, including your signature, will pop up.