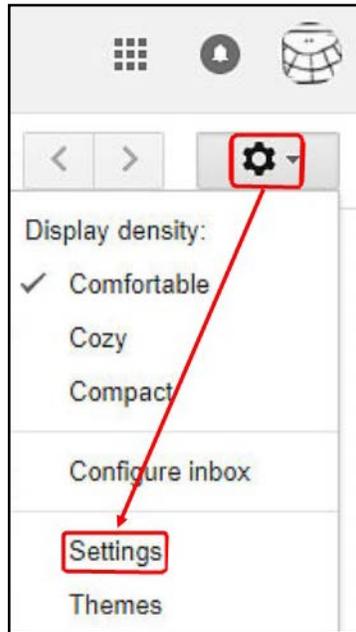


## Creating an Email Signature in G Suite

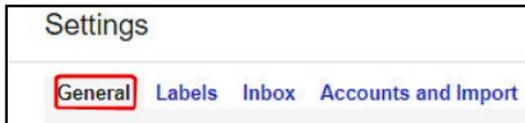
1. Sign into your G Suite account.
2. From the upper right corner of the screen, select **Mail**.



3. From the upper right corner of your mailbox, select the **Settings** icon, then select **Settings**.



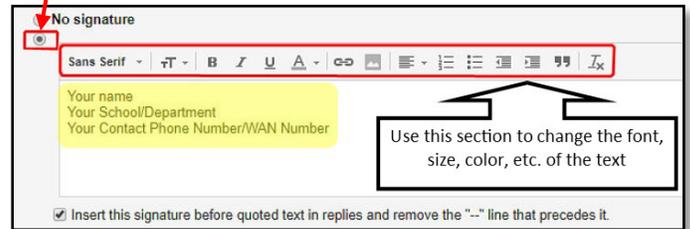
4. While in **Settings**, select the **General** tab (left most option)



5. Scroll down to the **Signature:** section.



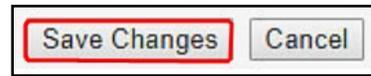
6. Select the button **below No Signature** to append your signature to the end of your outgoing messages.



7. Type in your signature information.

You may add your name, school, job title, phone number, and any other information that will help others identify and contact you.

8. Scroll down to the bottom of the screen, then select **Save changes**.



To return to your G Suite mailbox, select **Mail** from the upper left corner of your screen, then select the lower **Mail**.

