



KENTUCKY ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES

Creating an Email Signature (Gmail)

Conservation Learning, Education, and Resource Training

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This training is brought to you by the KACDE professional development committee. The intent of this short training is to aid in the understanding of different topics for administrators, educators, and technicians alike.

Steps to Create an Email Signature in Gmail:

1. **Open Gmail:**

Go to [Gmail](#) and log in to your account.

2. **Go to Settings:**

In the top right corner of Gmail, click the **gear icon** ⚙️ and select **See all settings**.

3. **Navigate to the Signature Section:**

In the settings menu, click on the **Signature** tab. You'll find it under the **General** tab, which is the first option in the settings.

4. **Create a New Signature:**

- If you don't have a signature already, click on **Create New**.
- If you already have one, you can either modify it or create a new one.

5. **Design Your Signature:**

- In the text box, type your signature. You can add your name, job title, company, phone number, website, social media links, and any other information you want to include.
- You can use the formatting options (bold, italic, underline, font size, etc.) to make it look professional.

6. **Add Images or Links (Optional):**

- To add an image (like your company logo), click on the **Insert Image** icon in the toolbar.
- To add hyperlinks (e.g., website or social media links), highlight the text and click on the **Insert Link** icon.

7. **Choose Signature Defaults (Optional):**

You can select whether you want your signature to appear automatically in **new emails** and **replies/forwards** by checking the boxes under the signature setup.

8. **Save Changes:**

After you're done, scroll down and click **Save Changes** at the bottom of the settings page.

Your new email signature will now appear at the end of every email you send, according to your default settings!