

NAPLES COMPUTERS HOW-TO • SETUP & HOW-TO

Create a Professional Email Signature (Outlook, Gmail, Apple Mail)

A good email signature makes you look professional, and makes it easy for people to reach you. This guide shows how to create one in Outlook.com (Settings → Accounts → Signatures), Gmail (Settings → General → Signature), and the Mail app on a Mac (Mail → Settings → Signatures), plus what to include and what to leave out.

What makes a good signature?

Short, consistent, and easy to act on.

Name, title, company

Who you are, and who you work for — that's really all it needs.

One way to reach you

A phone number or a website is enough. Skip three numbers and five social icons.

Skip the giant image

A big photo or banner can get flagged as spam, and looks broken on some devices.

Step by step

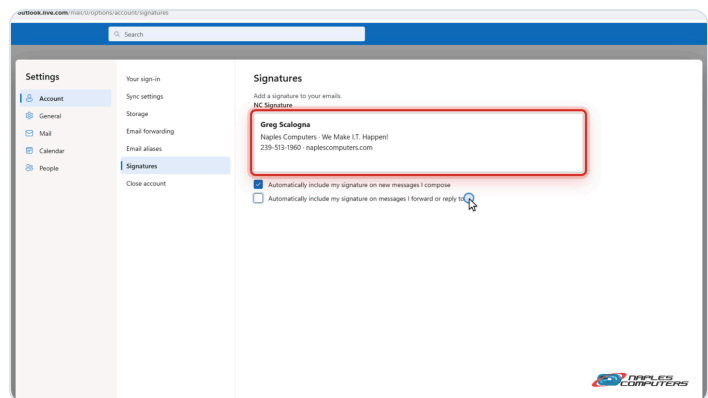
OUTLOOK.COM

1 Outlook.com: Settings → Accounts → Signatures

Open Settings, then Accounts, then Signatures. Type your signature: your name, your business, and how to reach you.

WHAT TO DO

Check both boxes so it's added to new messages and replies, then click Save.



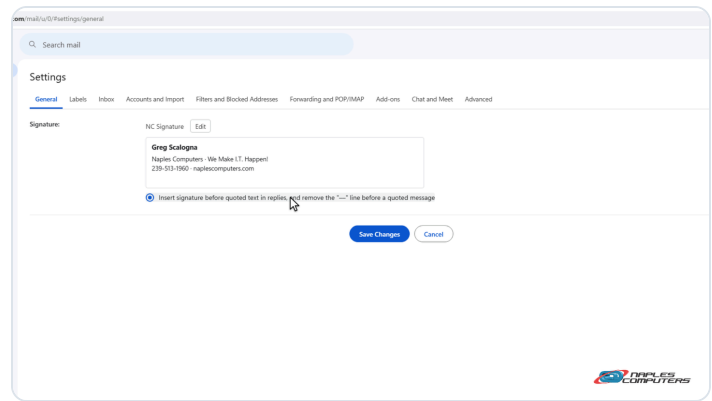
EMAIL SIGNATURE

2 Gmail: Settings → General → Signature

Open Settings, then General, and scroll to Signature. Type your name, business, and contact info in the box.

WHAT TO DO

Want it on replies too? Check Insert signature before quoted text in replies. Then click Save Changes.



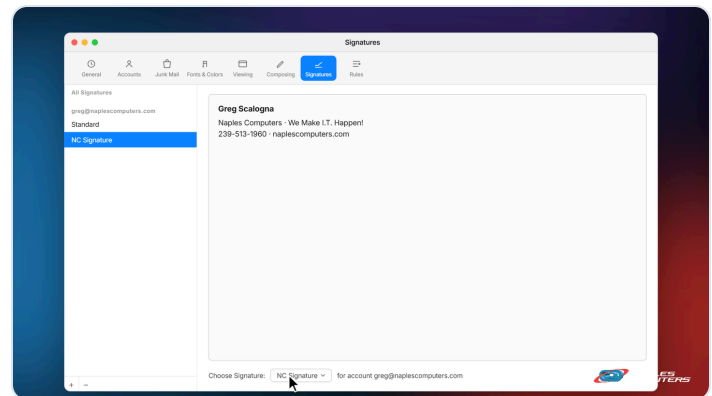
MAIL ON A MAC

3 Mac: Mail → Settings → Signatures

Open Mail, then Mail, Settings, Signatures. Click the plus button to add a new signature, then type your name, business, and contact info.

WHAT TO DO

At the bottom, set Choose Signature to your new one, for this account.



A few tips

- ☐ Keep it consistent
Same signature on your phone, your laptop, and the web — so every email looks like you.
- ☐ Send yourself a test email
Make sure it looks right, and that links actually work, before you trust it.
- ☐ Avoid giant files
A big logo or photo can bloat every email you send, and some spam filters don't like it.

Recap: email signature

- ☐ Outlook.com: Settings → Accounts → Signatures
- ☐ Mac Mail: Mail → Settings → Signatures → +
- ☐ Gmail: Settings → General → Signature
- ☐ Name, title, company, and one way to reach you — that's enough

Keep it to your name, title, company, and one way to reach you. Skip the giant photo or banner: it can get flagged as spam, and looks broken on some devices. Want the same signature everywhere, for your whole team? We can set that up for your office.



Want help setting up signatures for your whole office?

Call 239-513-1960

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