

Create a Professional Email Signature

Outlook, Gmail, and Apple Mail.



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1 What to Include

Your **name, title, and company**, plus one easy way to reach you – that's enough.



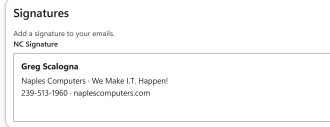
2 What to Leave Out

A **giant photo or banner**, three phone numbers, and a row of social icons.



3 Outlook.com: Open Signatures

Settings → Accounts → Signatures. Type your signature in the box.



4 Outlook.com: Turn It On & Save

Check both boxes so it's used on **new messages and replies**, then click **Save**.



5 Gmail: Open Signature

Settings → General, scroll to **Signature**. Type your info in the box.

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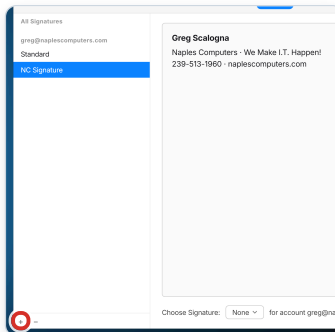
6 Gmail: Save Changes

Check **Insert signature before quoted text** if you want it on replies, then **Save Changes**.

Insert signature before quoted text in replies, and more

7 Mac Mail: Add a Signature

Mail → Settings → Signatures → click **+**, then type your signature.



8 Mac Mail: Choose It

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

Choose Signature: **NC Signature** for account greg@naplescomputers.com



Good to Know

- **Keep it consistent** across your phone, laptop, and the web.
- **Send yourself a test email** to check it looks right and the links work.
- **Skip the giant logo or photo** – it can get flagged as spam.



Need Help?

Contact Naples Computers

239-513-1960

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