

Signatures

A signature is a bit of personalized text (such as your contact information or a favorite quote) that is automatically inserted at the bottom of every message you send.

How to create a signature

1. Click the **gear icon**  in the upper right, then select **Settings**.
2. Enter your new signature text in the box at the bottom of the page next to the **Signature** option.
3. Click **Save Changes**.

Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the **Show trimmed content** button  at the bottom of the message.

Please note:

- If you notice extra characters (such as * or >) being added to your signature after you send mail, it's because some versions of Gmail don't support rich text and we've converted some of your formatting. For example, when you send from Gmail using Safari on iPhone, any text you bolded in your signature will be marked with asterisks (i.e., **example** will show as *example*).
- For rich text signatures, the maximum amount of characters you can use is 10,000 (including HTML markup).
- If you send mail "from" multiple addresses in Gmail, you can set a different signature for each address in the General tab of your settings. Choose the second radio button in the "Signature:" section, use the drop-down menu to choose the appropriate address and set the signature you want.
- If you're editing your signature and only have an option to create a plain text signature, this is due to your current compose message settings. Click **Compose** to create a new message, then click the **Rich formatting** option in the message. Once this change is made, you'll be able to create a rich text signature.