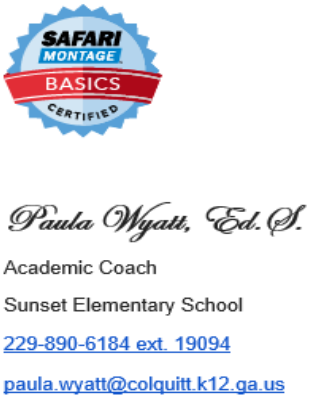
Email Signature Features

Adding Font to Email Signature (fancy)

- Open any word processing software with fonts
- Type your name in the desired font and size
- Copy your name
- Paste your name in the **Signature section** of Google Email
- Click Save Changes



Adding a Picture to Email Signature

- In the Signature section of Google Email, place your cursor where you want the picture or logo to be placed.
- Select the insert picture icon
- Choose your picture location and picture
- Click Select
- Size your picture by selecting small, medium, large
- Click Save Changes

Small - Medium - Large - **Original size** - Remove