

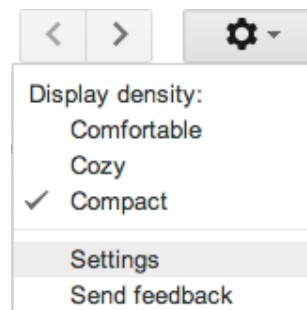


Gmail is a mail client produced by Google as a part of Google Apps at Saint Mary's. Gmail is best experienced in a web browser environment such as Google Chrome or Firefox. Be sure to keep your browser updated to fully take advantage of the powerful tools Gmail offers.

Because of the transition to Gmail for Faculty and Staff, old Email Signatures will no longer work. Signatures used in Thunderbird will also no longer work. In order to have a signature for your email account, you will need to create a new one.

To create a new 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 **General** page next to the **Signature** option.
3. Click **Save Changes** at the bottom of the page.



Signature:
[Learn more](#)

☐ No signature

☒

Sans Serif | T | B | I | U | A |

This will be your signature.

☐ Insert this signature before quoted text in replies and remove the "--" line that precedes it.

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 an iPhone, any text you have 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, but decreases with different formatting choices.
- 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.