



# How-To-Document Resource

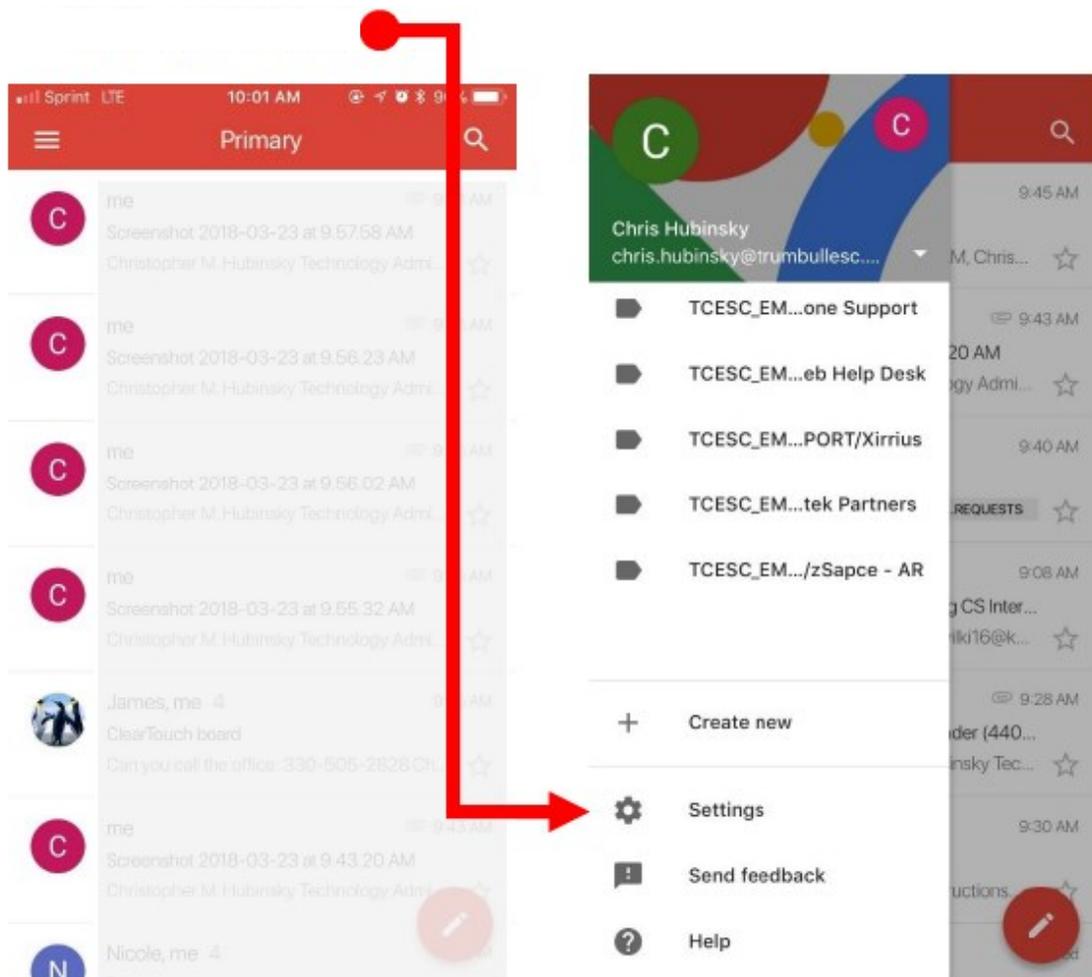
## *How to setup an email signature in the Gmail app.*

### **Setup email signature for Gmail app**

After your signature has been created in your Gmail profile from on your computer, you will next need to update your phone. These next steps are only necessary if you use your smartphone to view and send email messages with your *trumbullesc.org* account.

#### **iPhone...**

- 1.) From your desktop and logged into your Gmail account, send yourself an email
- 2.) From your smartphone, open the email to copy the email signature.
- 3.) Tap on the account icon (three bars ) and navigate to the bottom of the list Next, tap on *Settings*.

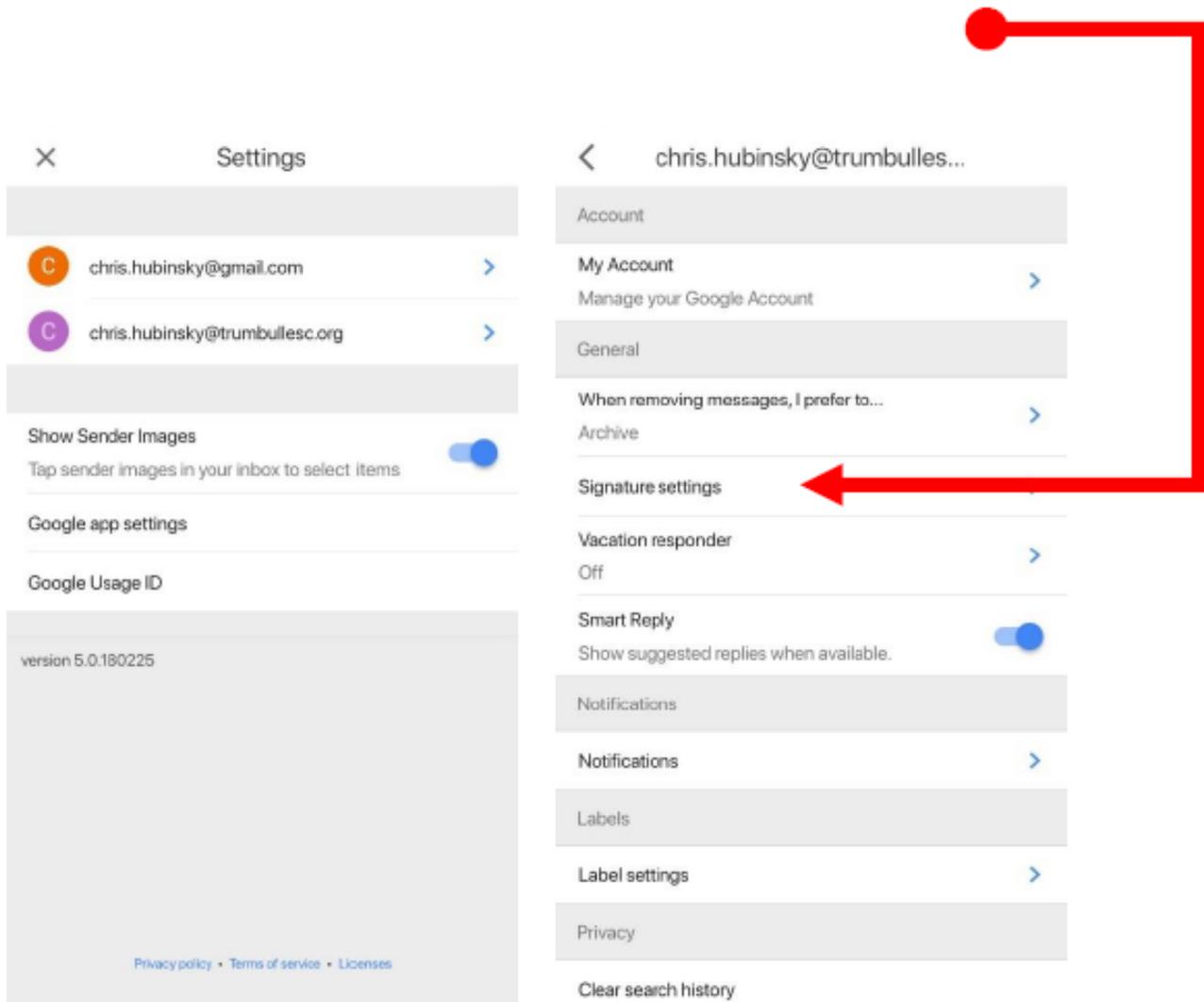




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## Setup email signature for Gmail app

4.) Depending on the number of gmail accounts you have linked to your phone, you may need to select the *trumbullesc.org* account. Next, select *Signature settings*.





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### **Setup email signature for Gmail app**

5.) To enable the mobile signature, tap on the mobile signature button. Then, paste your signature into the signature field.

