

# How to Add Your Email Signature to Popular Email Apps

## Step 1: Copy Your Signature (Rendered, Not Code)

1. Open your HTML signature file in your browser (e.g. Chrome, Firefox, Edge).
2. Click and drag to highlight the entire visible signature.
3. Press Ctrl+C (Windows) or Cmd+C (Mac) to copy it.

Important: Do not copy the raw HTML code. Always copy the rendered version (what you see in the browser).

## Gmail (Web)

1. Open Gmail (<https://mail.google.com/>).
2. Click the Settings gear -> See all settings.
3. Under the 'General' tab, scroll to the 'Signature' section.
4. Click 'Create new', give it a name.
5. In the signature editor box, paste your copied signature (Ctrl+V / Cmd+V).
6. Scroll to the bottom and click 'Save Changes.'

## Outlook (Desktop App)

1. Open Outlook.
2. Go to File -> Options -> Mail -> Signatures...
3. Click 'New', name your signature.
4. In the editor box, paste your signature.
5. Choose default signature settings, then click OK.

## Apple Mail (Mac)

1. Open Apple Mail.
2. Go to Mail -> Preferences -> Signatures tab.
3. Select your email account and click the '+' button.
4. Type a name, then close Mail.
5. Open Finder -> press Cmd+Shift+G, go to:  
~/Library/Mail/V10/MailData/Signatures/

## How to Add Your Email Signature to Popular Email Apps

6. Open the most recently modified .mailsignature file in a text editor.
7. Replace the content with your HTML (or paste rendered content).
8. Save and lock the file (Cmd+I -> check 'Locked').
9. Restart Mail.

### **iPhone / iPad (Mail App)**

1. Email the signature to yourself from your computer.
2. Open the email on your iPhone/iPad.
3. Tap and hold on the signature -> choose Select All -> Copy.
4. Go to Settings -> Mail -> Signature.
5. Paste your signature and back out to save.