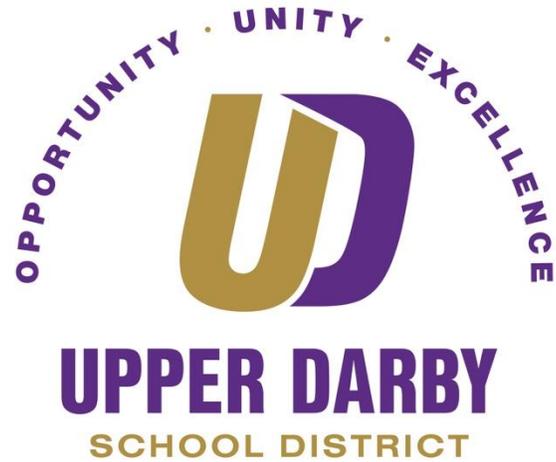
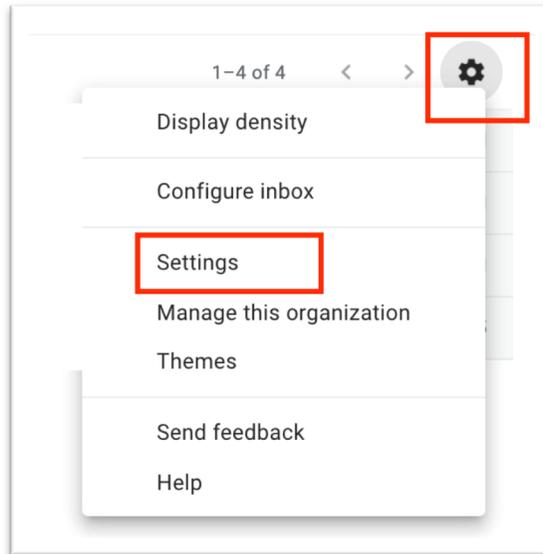


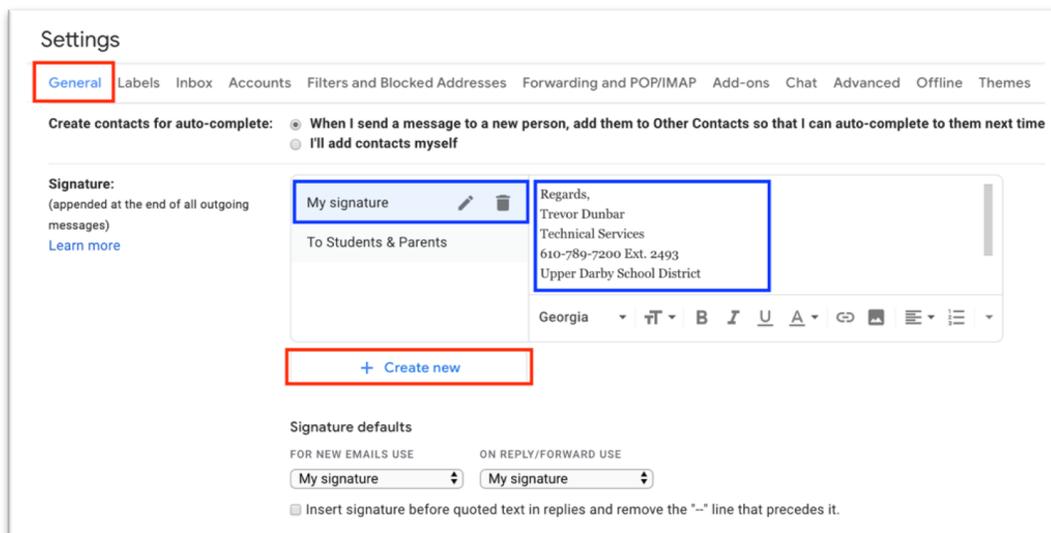
# How To: Create Multiple Signatures in Gmail



1. In Gmail, click the gear/settings icon in the right corner
2. Click “Settings”

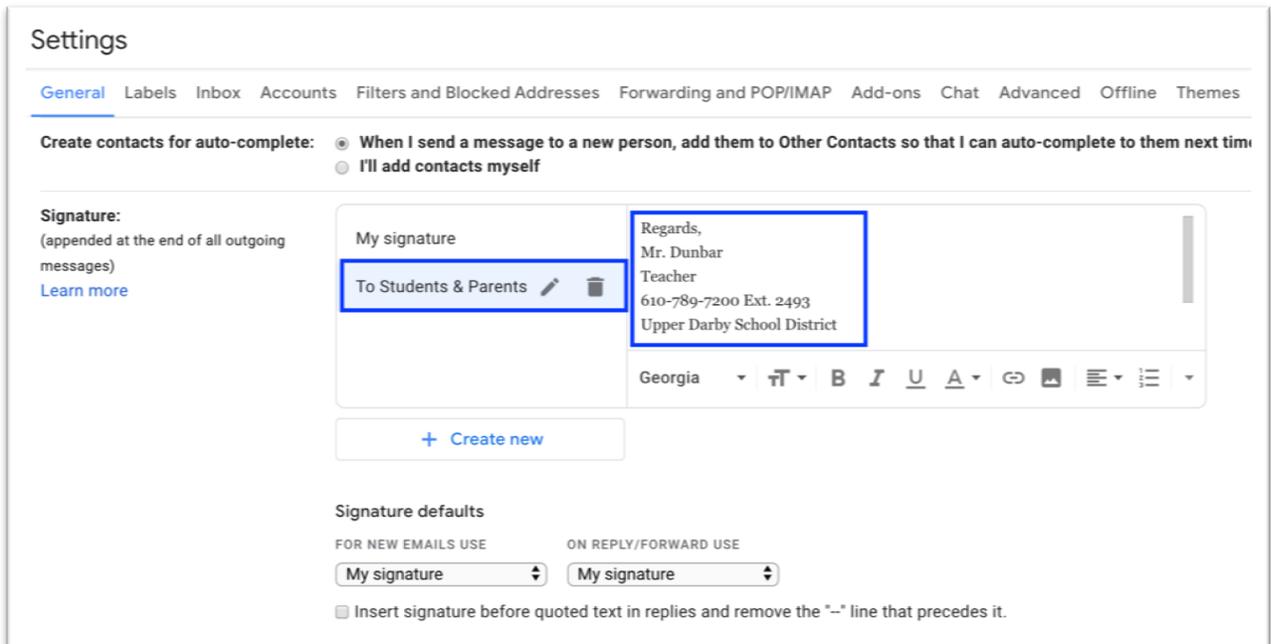


3. Under the “General” settings tab, scroll down to the “Signature” settings
4. Click “Create New +”



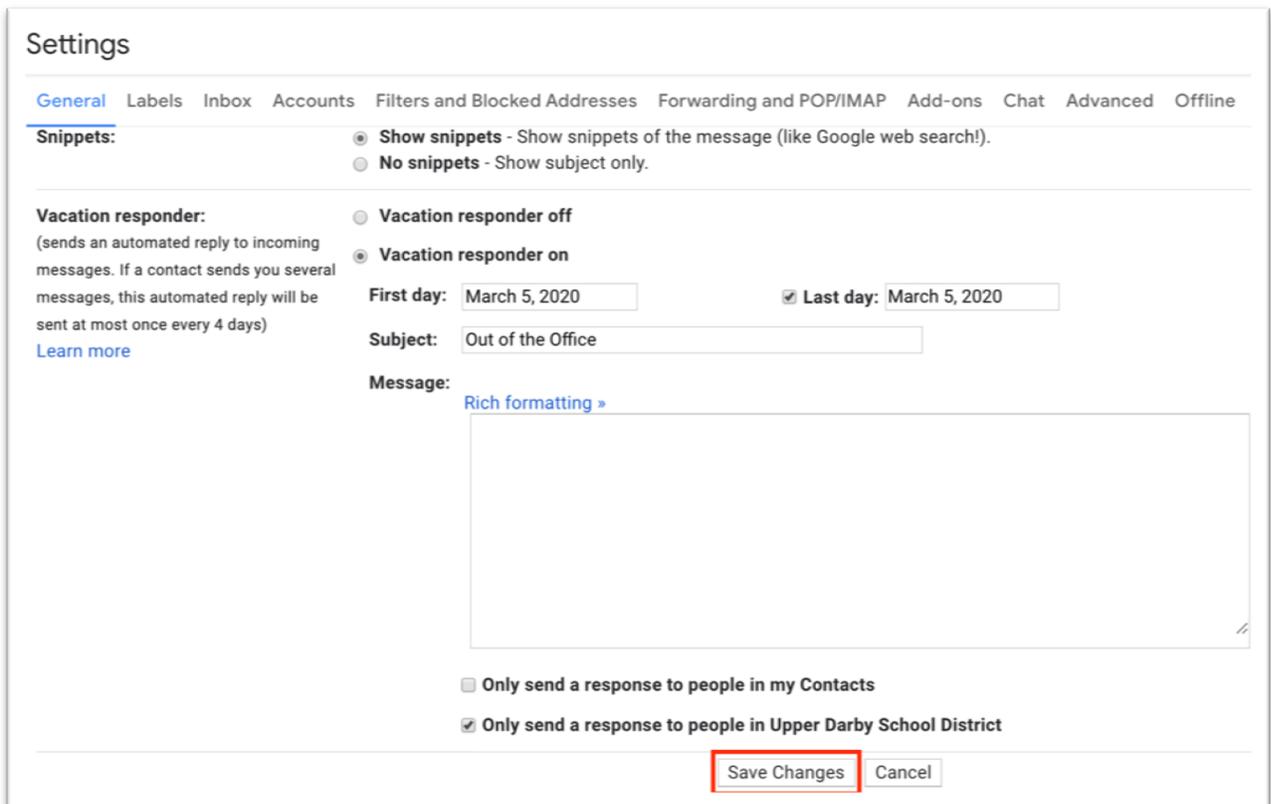
5. Name your alternative signature

6. Type your alternative signature in the provided field



The screenshot shows the Gmail 'Settings' page, specifically the 'Signature' section. The 'General' tab is selected. Under 'Create contacts for auto-complete', the option 'When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time' is selected. The 'Signature' section shows a list of signatures with 'To Students & Parents' selected. A text editor is open for this signature, containing the text: 'Regards, Mr. Dunbar, Teacher, 610-789-7200 Ext. 2493, Upper Darby School District'. Below the editor is a '+ Create new' button. The 'Signature defaults' section shows 'My signature' selected for both 'FOR NEW EMAILS USE' and 'ON REPLY/FORWARD USE'. There is also a checkbox for 'Insert signature before quoted text in replies and remove the "--" line that precedes it'.

7. Scroll to the bottom of the settings page and click “Save Changes”



The screenshot shows the Gmail 'Settings' page, specifically the 'Snippets' and 'Vacation responder' sections. The 'General' tab is selected. Under 'Snippets', the option 'Show snippets - Show snippets of the message (like Google web search!)' is selected. The 'Vacation responder' section shows 'Vacation responder on' selected. The 'First day' is set to 'March 5, 2020' and the 'Last day' is set to 'March 5, 2020'. The 'Subject' is 'Out of the Office'. The 'Message' field is empty. There are two checkboxes at the bottom: 'Only send a response to people in my Contacts' (unchecked) and 'Only send a response to people in Upper Darby School District' (checked). At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

8. In Gmail, click “Compose”

9. In the bottom toolbar of the email, click the pencil icon
10. Select the email signature that you wish to use for the individual email

