**Gmail Email signature instructions:**

1. Open up the Email Signature file -> highlight all -> copy the image and text; you can also copy it directly from my email signature
2. Navigate to Gmail.com and to the settings menu in the top right corner.



1. Under the “General” tab, scroll down to “Signature” and paste the image/text you copied from above in the field:



1. Edit your Name, Title, Phone number and Email address in the signature box
2. Scroll to the bottom and hit “Save Changes”
3. Your email signature is now updated

**Apple Mail signature instructions:**

1. Copy the HTML snippet in #marketing-matters slack channel
2. Follow the instructions [here](https://www.daretothink.co.uk/html-email-signature-in-apple-mail/) to add the signature
3. Edit the signature in Apple Mail with your information
4. Drag your new email signature from “All signatures” into “Google”
5. Choose your new signature that you created at the bottom

