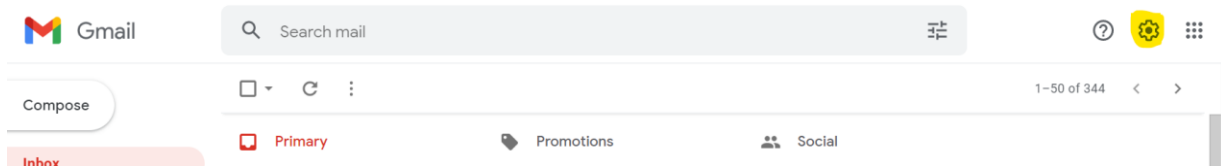


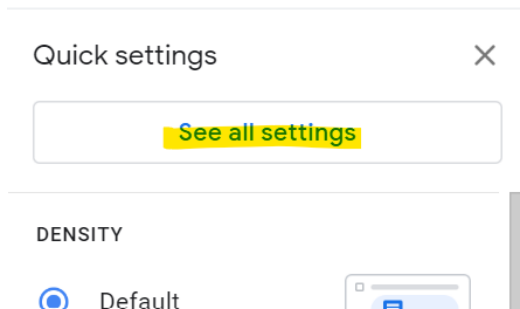


How to Update Email Signatures in Google Mail

1. Once logged into Gmail, go to settings in the top right-hand corner.



2. Go to "See all settings".



3. Scroll down to "+ Create New" signature.

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)












No signatures

[+ Create new](#)

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

Business Name  	Business Name Email Phone Number Parking in ____ (back, front, side) Construction is ongoing at XYZ road, however, we are still open for business
Sans Serif         	
+ Create new	

4. We have created the following template; however, feel free to adjust to your company's preferences.



Business Name

Email

Phone Number

Parking in _____ (back, front, side)

Construction is ongoing at XYZ road - we are still open for business

{insert link to business website}

5. Once changes are complete, be sure to scroll to the bottom of the page and press "Save Changes".

Save Changes

Cancel