

# How to setup your “Signature”

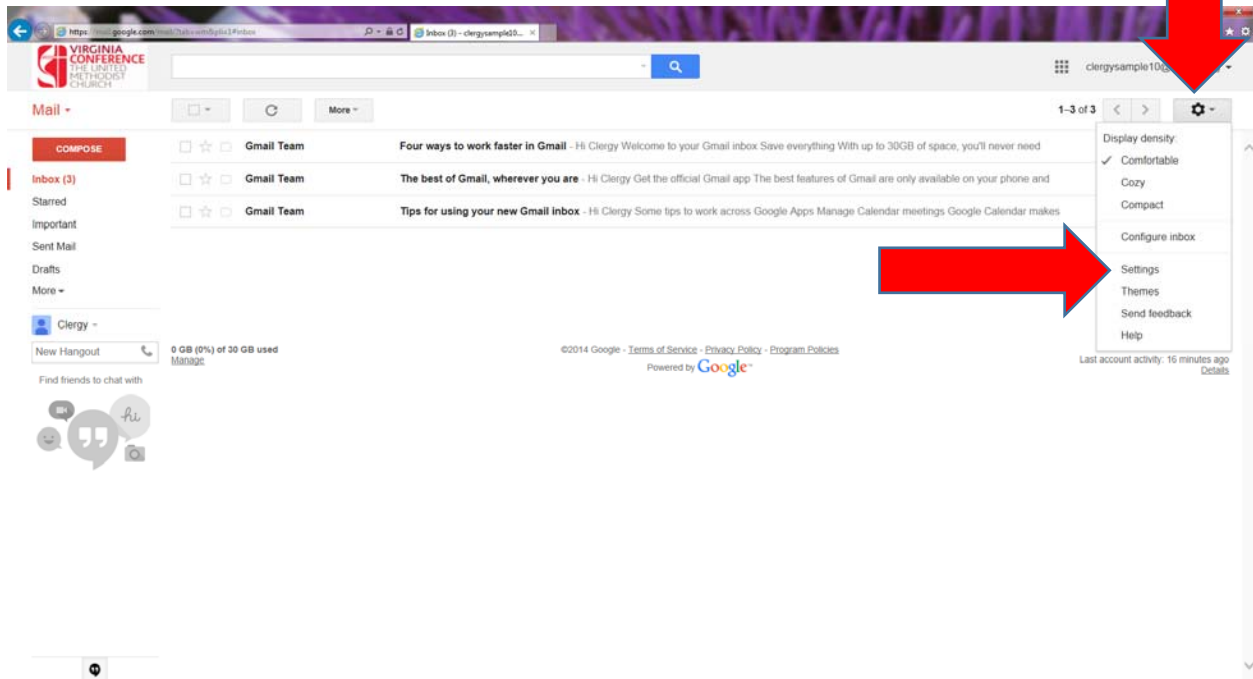
In Google Apps you may want to have a Signature for your emails. Let’s take a look!

1) **Log in** to your VAUMC Clergy email account by going to <http://mail.google.com/a/vaumc.org>

2) Click on the gear on the right of the screen to open a menu. On the menu, select settings.

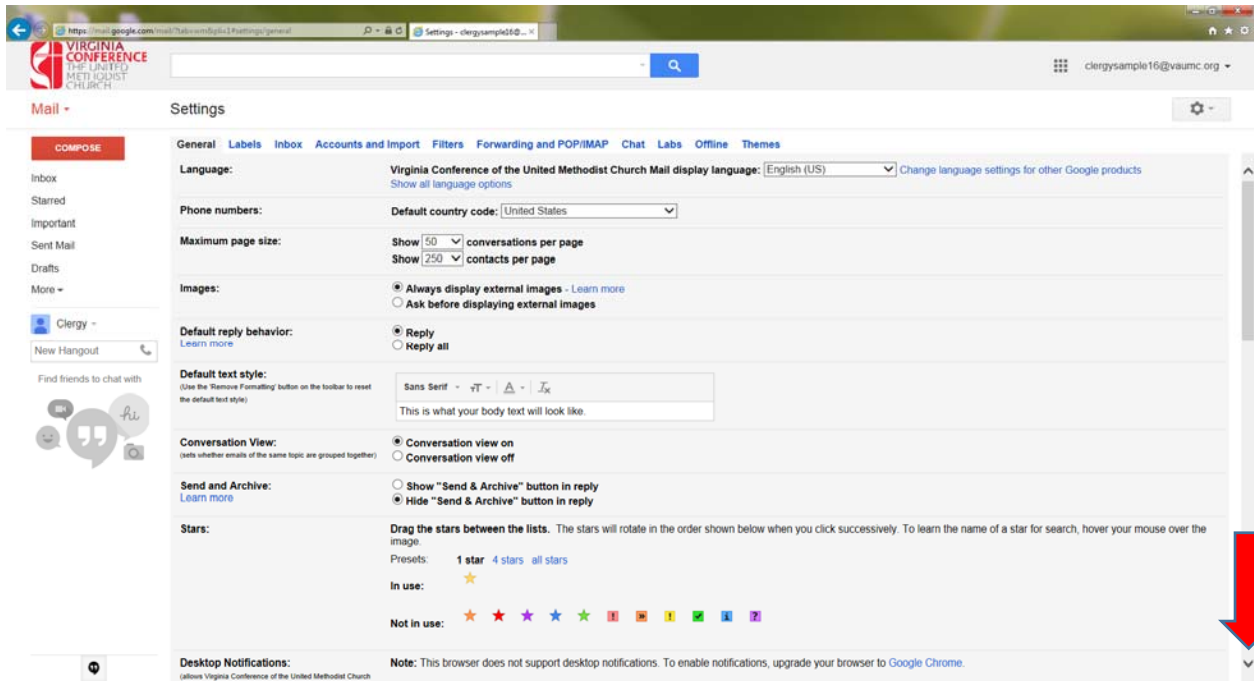
Click the **Gear icon**

Click **Settings**



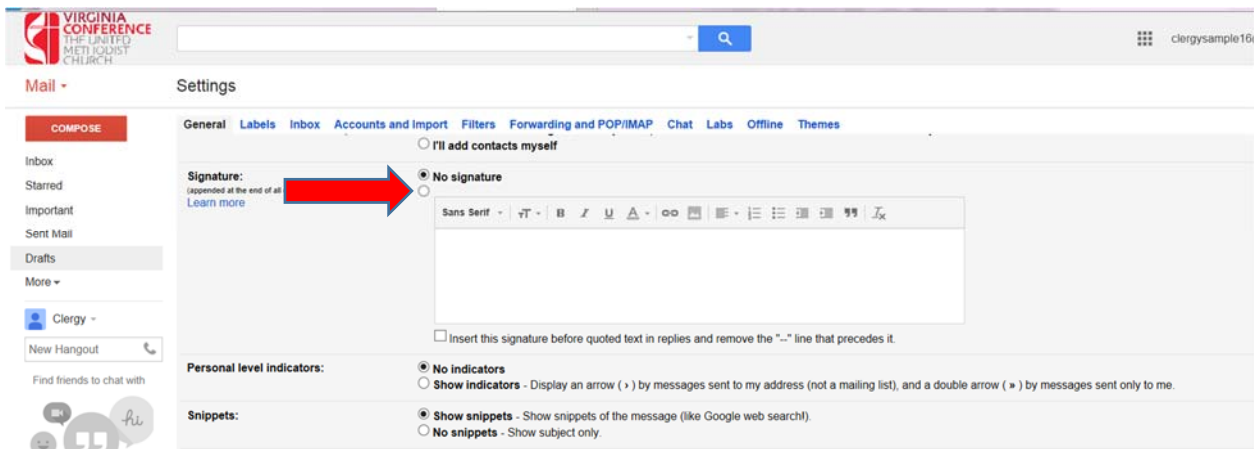
### 3) Under General

Scroll down towards the bottom until you see the Signature: section



In the Signature section

Select the radio button

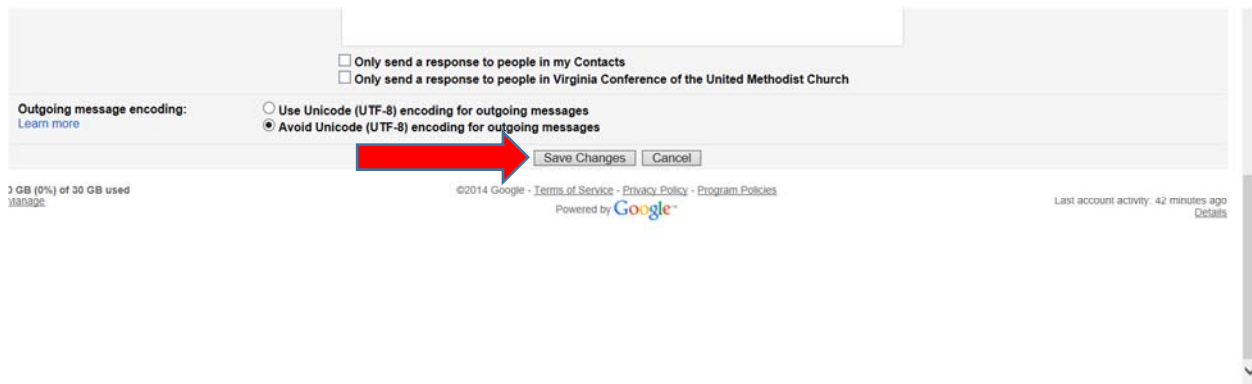


Type in your signature



The screenshot shows the Gmail 'Signature' settings page. At the top, there are navigation tabs: General, Labels, Inbox, Accounts and Import, Filters, Forwarding and POP/IMAP, Chat, Labs, Offline, and Themes. The 'Signature' section is active, showing the text '(appended at the end of all outgoing messages)' and a 'Learn more' link. There are two radio buttons: 'No signature' (unselected) and a selected radio button. Below this is a rich text editor with a toolbar containing options for font (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image. The text area contains: 'Regards, Clergy Sample16, [clergysample16@vaumc.org](mailto:clergysample16@vaumc.org), 987-654-3210'. A red arrow points to the text area. At the bottom, there is a checkbox labeled 'Insert this signature before quoted text in replies and remove the "--" line that precedes it'.

Scroll Down and **Save Changes**



The screenshot shows the bottom of the Gmail settings page. It includes several checkboxes: 'Only send a response to people in my Contacts' (unchecked) and 'Only send a response to people in Virginia Conference of the United Methodist Church' (unchecked). Below these is the 'Outgoing message encoding' section with two radio buttons: 'Use Unicode (UTF-8) encoding for outgoing messages' (unchecked) and 'Avoid Unicode (UTF-8) encoding for outgoing messages' (checked). A red arrow points to the 'Save Changes' button. At the bottom of the page, there is a status bar with: '3 GB (8%) of 30 GB used Manage', '©2014 Google - Terms of Service - Privacy Policy - Program Policies', 'Powered by Google', and 'Last account activity: 42 minutes ago Details'.

That's it, you are done!

Contact Dwight Bragg 804-521-1118 if you have any questions or concerns!