

To create a signature in Gmail:

1. Sign in to Gmail.
2. Click [Settings](#) at the top of any Gmail page.
3. Enter your new signature text in the box at the bottom of the page next to the **Signature** option. As you type, the radio button will shift from **No Signature** to the text box.
4. Click **Save Changes**.

Gmail adds your signature in grey at the very bottom of your message. Signatures are separated from the rest of your message by two dashes.

If you don't want your signature to appear on a specific message, you can delete it manually before sending the message. Just highlight the text and delete it before sending.

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