



Lions Clubs International

MD105 British Isles

HOW TO ADD AN EMAIL SIGNATURE

All emails should have a short privacy notice at the bottom of the email. This should be the last thing placed in an email signature.

So for example your email signature could look something like this;

Yours in Lionism
[your name here]

The Internet is not 100% secure. If you are not the intended recipient of this email, please notify the sender and then delete all copies. All reasonable security measures are in place. Any personal data/special category data herein are processed in accordance with UK data protection legislation. Further details are available in our Privacy Notice.

The benefit of adding an email signature is that every time you create a new email it will automatically be there for you. If you do not know how to add an email signature, look at the following list for some help. It may not be 100% accurate, it is just a guide. If your email app is not listed, try Googling 'how to add an email signature to *insert your email app name here*'

Settings are normally depicted by a cog or gear symbol.

Gmail

1. Open Gmail and log in.
2. In the top right, click 'Settings'. And then 'See all settings'.
3. Scroll $\frac{3}{4}$ of the way down to the "Signature" section. Click '+ Create new' and name it anything you like, for example 'my signature' then add the text in the box on the right. If you want, you can format your message by adding an image or changing the text style.
4. Underneath you will see 'Signature defaults' and 'FOR NEW EMAILS USE'. Change 'No Signature' to the name of your signature, for example 'my signature'.
5. At the bottom of the page, click 'Save Changes'.

Hotmail or Outlook

1. Log in to your Hotmail or Outlook account in Outlook.
2. In the top right, click 'Settings'. And then at the bottom click 'View all Outlook settings'.
3. On the left click 'email', and then 'compose and reply'.
4. Add the text in the box. If you want, you can format your message by adding an image or changing the text style.
5. Underneath the box tick 'Automatically add my signature to new messages that I compose'.
6. At the bottom of the page, click 'Save'.

Office 365

1. Log into Office 365.
2. Click Outlook.
3. In the top right, click 'Settings'. And then at the bottom click 'View all Outlook settings'.
4. On the left click 'email', and then 'compose and reply'.
5. Add the text in the box. If you want, you can format your message by adding an image or changing the text style.
6. Underneath the box tick 'Automatically add my signature to new messages that I compose'.
7. At the bottom of the page, click 'Save'.

Windows Mail

1. Log into your Hotmail or Outlook account in Windows Mail.
2. In the bottom left, click 'Settings' and then on the right side click 'Signature'.
3. Add the text in the box. If you want, you can format your message by adding an image or changing the text style.
4. Make sure 'Use an email signature' is toggled to on.
5. At the bottom, click 'Save'.

Mail on Mac

1. In the Mail app on your Mac, choose Mail (top left) then click Preferences, then click Signatures.
2. In the left column, select the email account where you want to use the signature.
Note: If All Signatures is selected when you create a signature, you'll need to drag the new signature to an email account before you can use it.
3. Click the Add button + below the middle column.
4. In the middle column, type a name for the signature, for example 'my signature' the name appears in the Signature pop-up menu when you write a message.
5. In the right column (the preview), add the text for your signature. You can use the edit or format to change the font or layout, turn text into links. To add an image, drag it into the preview area.
6. At the bottom 'choose signature' change none to your newly created signature for example 'my signature'.
7. Close the Signatures box, it will save automatically.

iPhone

1. Open Phone 'Settings'.
2. Scroll down and tap 'Mail'.
3. At the bottom tap 'Signature' (it may say 'Sent from my iPhone' which is the default).
4. Select the email account where you want to add the signature.
5. Enter the signature text.
6. Close the Signatures box, it will save automatically.

Android

1. Open your email app.
2. Tap 'menu' and then 'settings'.
3. Under 'general settings' tap your 'email account'.
4. Scroll down and tap 'signature'.
5. Delete the default which maybe something like 'Sent from my Android phone' and add the signature text.
6. Tap ok.

Virgin media

1. Sign in to Virgin Media webmail.
2. Click settings (3 horizontal lines top right, or a cog/gear) and then click 'Settings'.
3. On the left click 'Email' and 'Signatures' from the drop down list.
4. Click 'Add new Signature'.
5. Add a name for your signature, for example 'my signature'.
6. Enter the signature text in the box.
7. Click save.

Yahoo

1. Sign in to Yahoo.
2. Click 'Settings' top right, and then 'More settings'.
3. On the left click 'Writing email'.
4. Toggle email signature to 'on'.
5. Enter the signature text in the box. If you want, you can format your message by changing the text style.
6. Click back to Inbox, it will save automatically.

AOL

1. Click 'Options' (top right) then click 'Mail Settings'.
2. On the left click 'Compose'.
3. Towards the centre of the screen under 'Signature', click 'no signature' and change it to 'use signature'.
4. Enter the signature text in the box. If you want, you can format your message by changing the text style.
5. At the bottom, click 'save settings'.

I Hope This Helps...