Add signature to emails - Artlist

Action Plan

1. Go to Gmail https://www.gmail.com
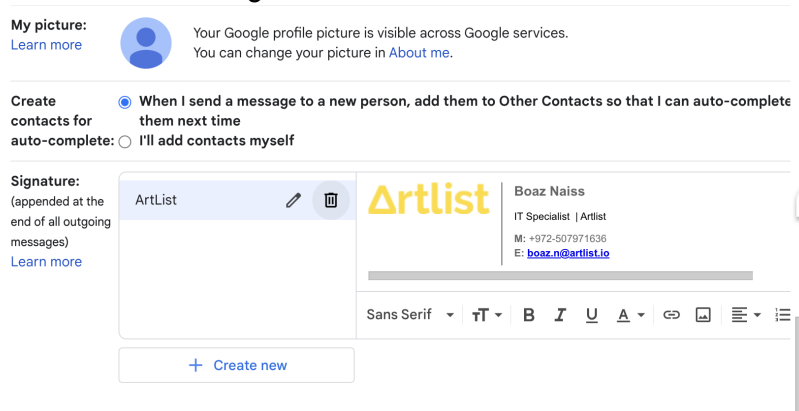
2. Click the gear icon at the top right corner

3. Then, click on "See all settings"
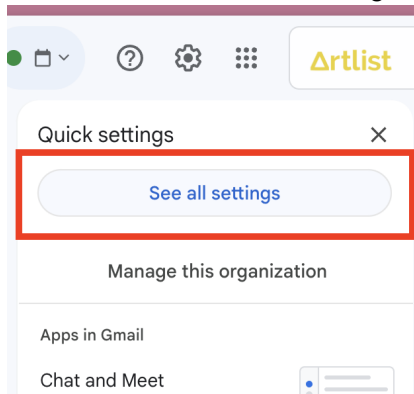
4. Scroll down to the signature section

5. Click "Create new" -> Name it.

6. Copy the signature and paste it in the box to the right:

Full Name
Job definition @ Artlist

M: +972-055555555
E: ****@artlist.io

artlist.io

7. Edit the details in the signature to your personal work details.

8. Under signature defaults, choose the correct options.

9. Scroll down and click on "Save Changes"

10. Click Compose and search for the signature.
If you can't find it, go back and ensure the settings are saved and set to the proper configurations.