

Instructions for creating professional Gmail signatures

To create a Gmail signature we can immediately use the built-in signature creation or use the external tool.

Gmail signatures are important and necessary content at the end of each email so that both parties can easily exchange information and communicate with each other more conveniently. Signature content Gmail is often inserted phone numbers, web pages, insert image signatures for Gmail, . or any content related.

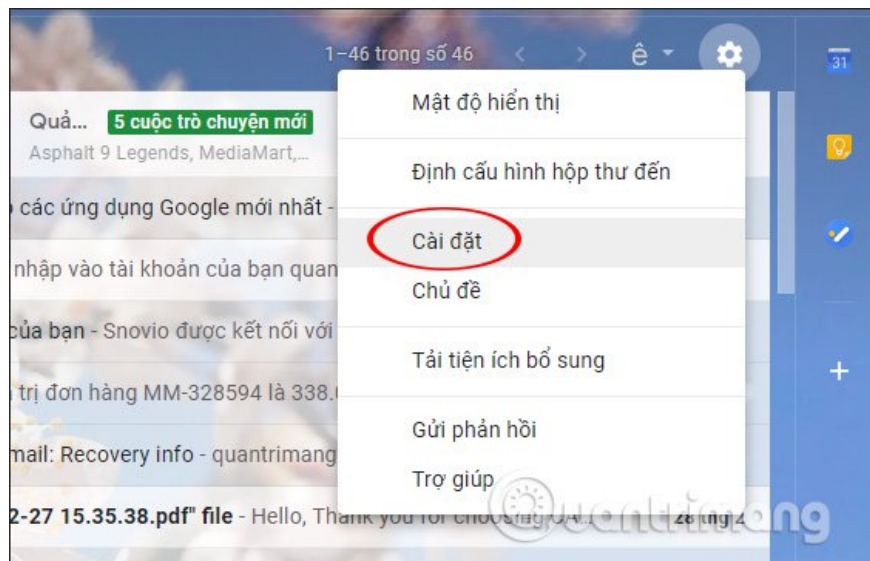
To create a signature on Gmail you can use the signature generator available on Gmail or use additional external signature creation tools. Once created, the signature content is always automatically displayed at the end of the email message when sending an email. The following article will guide you how to create a signature on Gmail.

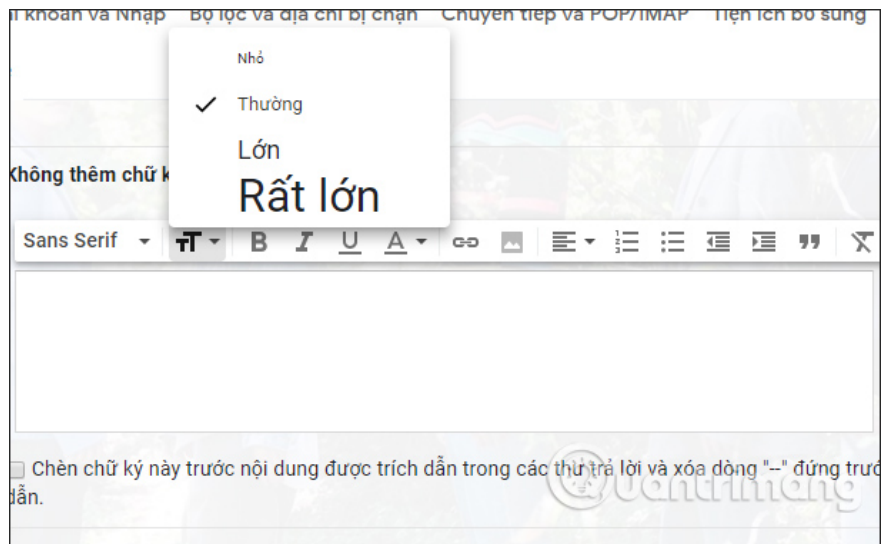
1. Instructions on how to convert signatures in Gmail
2. How to sign in to Gmail, sign in to multiple Gmail accounts at the same time
3. Instructions for deleting, changing, adding phone numbers in Gmail
4. 14 useful tools for Gmail should not be overlooked

1. Create Gmail signatures manually

Step 1 :

Users access Gmail account and then click **the gear icon** , select **Install** .

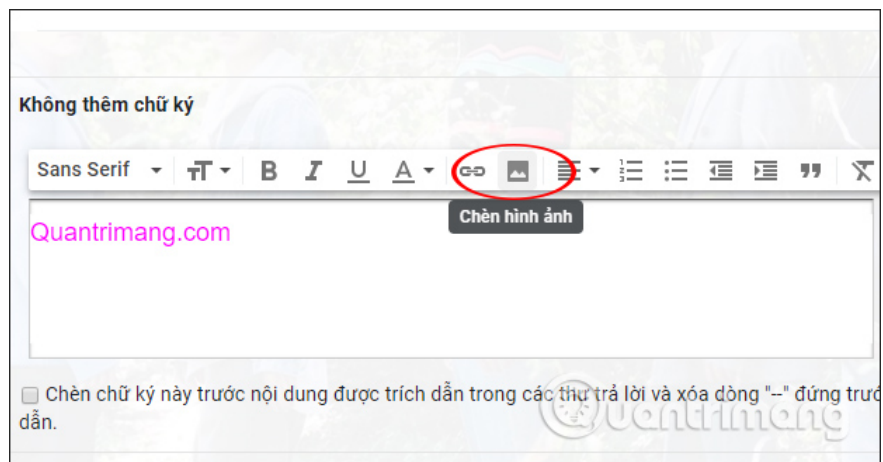




Step 3:

The user enters the content of the signature to display in the email content. Often signatures will include phone numbers, other contact email addresses, if available, website addresses, Facebook and Twitter if available. If you insert a website link to contact, you should insert the image and assign a link to compact the signature, and create a more professional aesthetic.

Click on **the image icon** to insert icon icons for contacts like Facebook, Gmail, .



Step 4:

Show frame to **insert image URL** . Gmail automatically detects images via image URLs. Display the image via URL, press **the Select button** below.

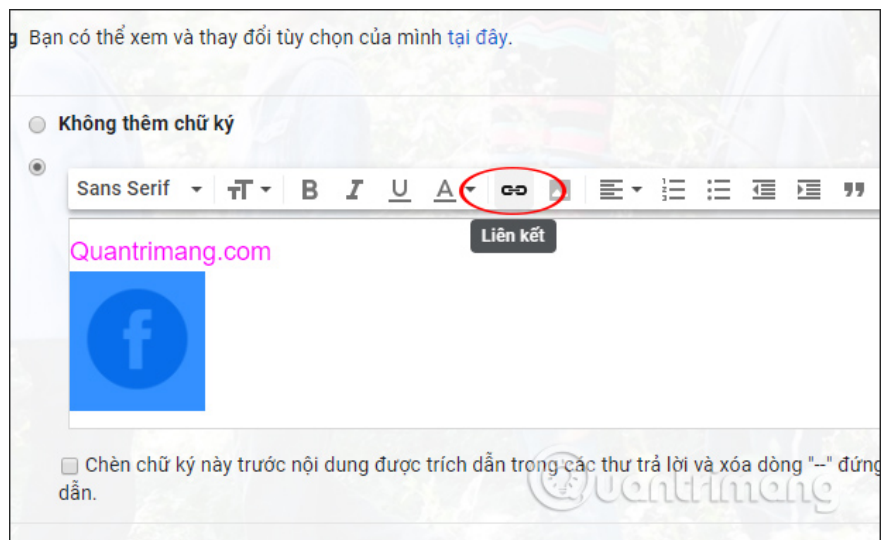


When the image is displayed in the interface of the signature section, we can **resize it** . If the image is large, you should move it down to a small size to fit the content frame.

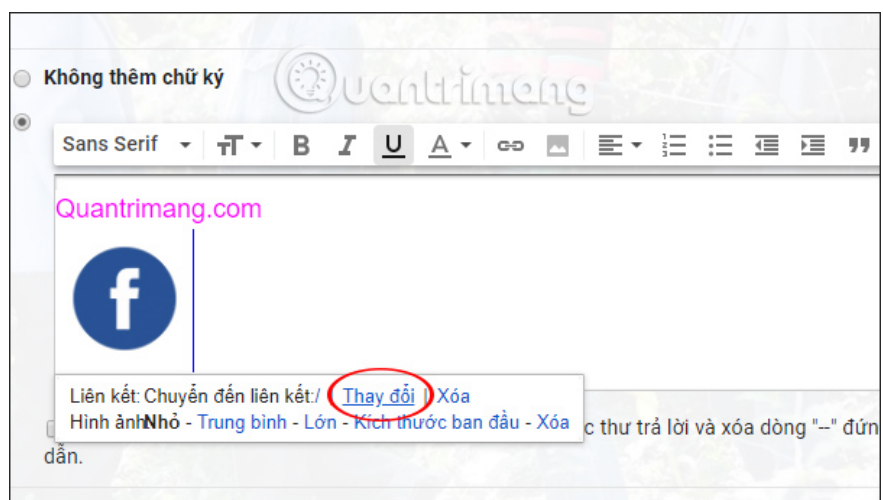


Step 5:

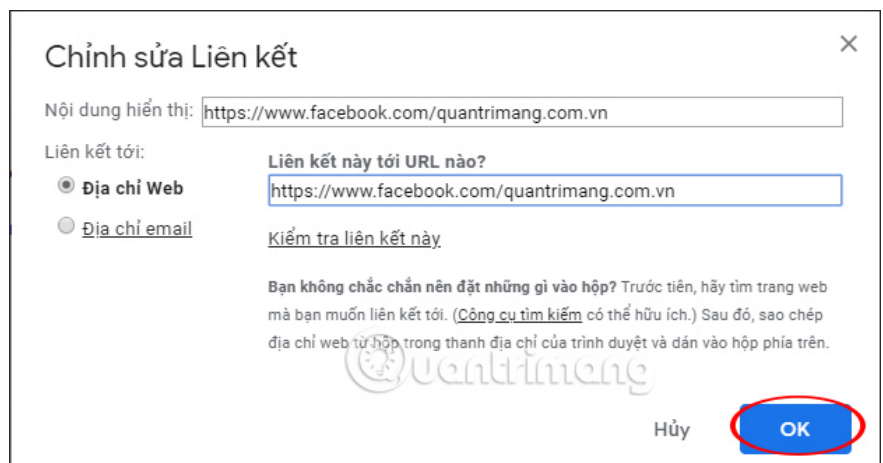
To **insert a contact link into the image** , we black out the image and then click on **the link icon** .



When the image is temporarily mounted the URL is /, click on **Change** to edit the link again.



In the Edit link frame you **enter the website URL** so that when the email recipient clicks on the image, it will be immediately transferred to the website. If you use an email address assigned to an email icon, check the Email address. Click OK to save. We continue to do the same operations with the links that link to the other image.

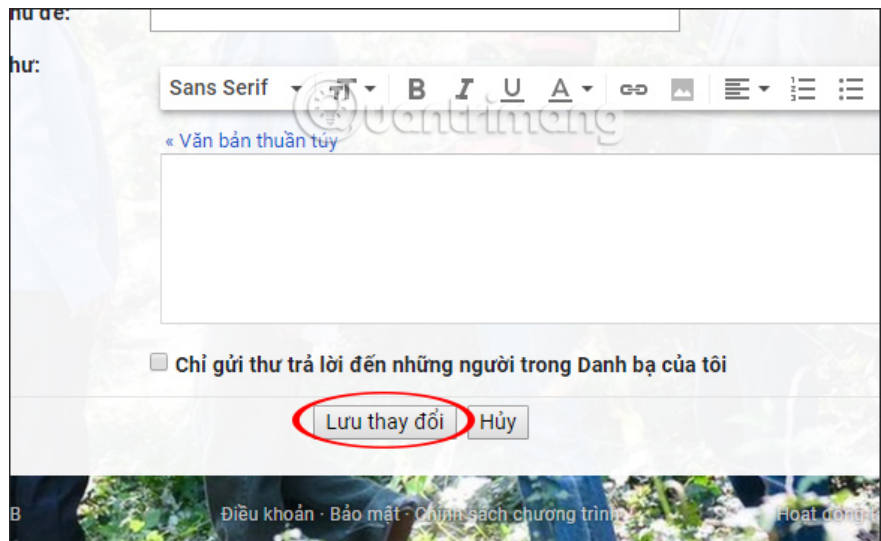


Next, you can make further modifications to the signature content to create a more professional signature.



Step 6:

Finally, click on **the Save changes button** below to save the signature for Gmail.



The results when you send an email always display the signature contents as shown below. Signature content can be deleted or edited right in the email being edited.



2. Create a Gmail signature on the support website

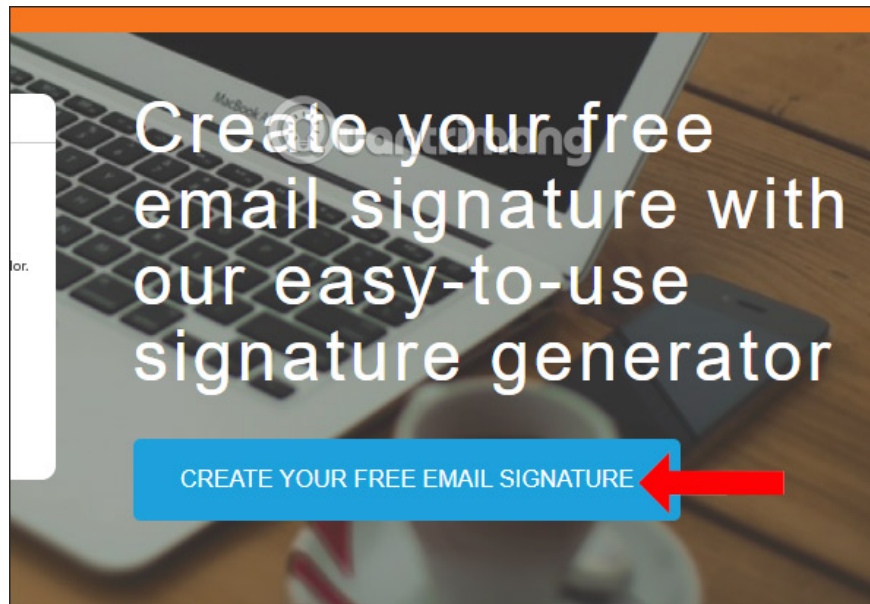
There are many different tools for creating Gmail signatures or different email services, providing more information options than manual Gmail signature generators.

1. Hubspot.com

1. <https://www.hubspot.com/email-signature-generator>

Step 1:

Users access the website above and then click the **button Create your free email signature** .



Step 2:

Go to **Your Information** section for users to fill in the information for the signature. **The Main section** is the basic information to contact and is displayed preview via the Signature Preview section on the right.

A screenshot of the "Your Information" form and "Signature Preview" section. The form has tabs for "Main", "Social", "Style", "CTA", and "Certification". The "Main" tab is active. The form fields are: FIRST NAME (Quản Trị Mạng), LAST NAME (empty), MOBILE PHONE (empty), EMAIL (info@meta.vn), JOB TITLE (empty), DEPARTMENT (empty), COMPANY NAME (empty), WEBSITE (https://quantrimang.com), OFFICE PHONE (024 2242 6188), OFFICE FAX (empty), ADDRESS (56 Duy Tân, Dịch Vọng Hậu, Cầu Giấy, Hà Nội), and ADDRESS LINE 2 (empty). The "Signature Preview" section shows the company name "Quản Trị Mạng", a logo, and contact information: p: 024 2242 6188, a: 56 Duy Tân, Dịch Vọng Hậu, Cầu Giấy, Hà Nội, w: quantrimang.com/, e: info@meta.vn. Below the preview is a dropdown menu titled "Choose a theme for your signature:" with options: Classic - Image Below Name (selected), Classic - Image Bottom, Classic - Image Top, Classic - Image Below Name, Compact - Image Bottom, Compact - Image Top, Compact - Image Below Name, Image Left - 2 Column, and Image Left - Compact.

Click on **the Social tab** to insert links to social networking sites.

Your Information

Main Social **Style** CTA Certification

Copy and paste your social url's into the fields below. Please ensure you include the http:// or https:// at the beginning as shown in the examples.

FACEBOOK: TWITTER:

LINKEDIN: INSTAGRAM:

CREATE SIGNATURE Clear all input fields

Signature Preview

Quản Trị Mạng
 p: 024 2242 6188
 a: 56 Duy Tân, Dịch Vọng H
 Giấy, Hà Nội
 w: quantrimang.com/ e: info@meta.vn

Choose a theme for your signature:
 Image Left - 2 Column

CREATE SIGNATURE

Style tags are used to format different signature types, if the Main card has images inserted, in the Signature theme section select the location to insert images in the signature. Next adjust the font, color, .

Your Information

Main Social **Style** CTA Certification

SIGNATURE THEME: Image Left - 2 Column
 TEXT COLOUR: #333333
 FEATURE COLOUR: #F7751F
 LINK COLOUR: #1DDB9F
 FONT STYLE: Sans Serif

CREATE SIGNATURE Clear all input fields

You really should add your full name to your signature.

Signature Preview

Quản Trị Mạng
 p: 024 2242 6188
 a: 56 Duy Tân, Dịch Vọng H
 Cầu Giấy, Hà Nội
 w: quantrimang.com/ e: info@meta.vn

Choose a theme for your signature:
 Image Left - 2 Column

CREATE SIGNATURE

You really should add your full name to your signature.

Step 3:

After editing, click **Create signature button** to create a signature.

ADDRESS LINE 2

Quản Trị Mạng

LOGO / PHOTO / AVATAR IMAGE URL

<https://is1-ssl.mzstatic.com/image/thumb/Purple118/v4/01/ee/i>




Upload an image to your Dropbox, Google Drive or similar site and paste the URL here:
Image must be suitably sized for your signature as it will be displayed actual size.
(Our [Help Page](#) includes some useful information on creating images for your signature)

CREATE SIGNATURE Clear all input fields

Step 4:

To download the created signature, enter the content in **Step 2** and click **Step 3: Download your free Signature**

STEP 1: Check your email signature

 **Quản Trị Mạng**
 p: 024 2242 6188
 a: 56 Duy Tân, Dịch Vọng Hậu, Cầu Giấy, Hà Nội
 w: quantrimang.com/ e: info@meta.vn
 

STEP 2: Complete these fields

COMPANY NAME: META

HOW MANY EMPLOYEES WORK THERE?: 51 to 200

WHICH CRM DO YOU USE?: Other

WHAT IS YOUR DEPARTMENT?: IT

WHAT IS YOUR ROLE?: Other

DOES YOUR COMPANY SELL ANY OF THE FOLLOWING SERVICES?
 - Web design
 - Online marketing
 - Branding
 - Social media marketing
 - SEO/SEM
 - Advertising agency services

No


Step 3: Download Your Free Signature

Then display the signature copy, click **Select Signature** to copy the signature directly or Get source code to copy the html code of the newly created signature.

Why stop now? Take your email signature to the next level.

Pro Tip #1: Schedule your appointments faster without the back-and-forth emails. Create your [free HubSpot Meetings link](#) and insert into your email signature.

Pro Tip #2: Try [Sigstr](#), an email signature marketing platform, that amplifies the value of every email your employees send by dynamically inserting call-to-action banners in your email signatures.



SELECT SIGNATURE

For advanced users:

[GET SOURCE CODE](#) [BACK TO EDITOR](#)

```
<table cellpadding="0" cellspacing="0" border="0" style="background: none; border-width: 0px; border: 0px; margin: 0; padding: 0;">
<tr><td valign="top" style="padding-top: 0; padding-bottom: 0; padding-left: 0; padding-right: 7px; border-top: 0; border-bottom: 0; border-left: 0; border-right: solid 3px #F7751F">
</td>
<td style="padding-top: 0; padding-bottom: 0; padding-left: 12px; padding-right: 0;">
<table cellpadding="0" cellspacing="0" border="0" style="background: none; border-width: 0px; border: 0px; margin: 0; padding: 0;">
<tr><td colspan="2" style="padding-bottom: 5px; color: #F7751F; font-size: 20px; font-family: Arial, Helvetica, sans-serif;">Quản Trị Mạng</td></tr>
```

Step 5:

Once copied, we just need to paste it into the signature section on Gmail to use it.



Sans Serif | T | B | I | U | A | [Link] | [Image] | [List] | [List] | [List] | [List] | [Quote] | [Undo]

 **Quản Trị Mạng**
 p: 024 2242 6188
 a: 56 Duy Tân, Dịch Vọng Hậu, Cầu Giấy, Hà Nội
 w: quantrimang.com/ e: info@meta.vn
 

Chèn chữ ký này trước nội dung được trích dẫn trong các thư trả lời và xóa dòng "--" đứng trước dẫn.

Không có chỉ báo

2. HTLMSig

1. <https://htmlsig.com/>

Step 1:

At the main interface on the website we click on **Or Try a Free Signature** for free use without account registration. However, you should create an account for additional adjustments.

Promote your company with every email!

Use our platform to create amazing email signatures for your team to promote your company with every email sent.

[SIGN UP NOW](#) Or Try a Free Signature



Step 2:

Also switch to **Your information** interface so that users can fill in all necessary contact information. The interface is similar to Hubspot above.

Your information ?

MAIN **SOCIAL** DISCLAIMER BANNER

APPS/BUTTONS STYLE

Copy and paste your social profile url's into the fields below.
Please make sure to add [http://](#) or [https://](#) at the beginning as shown in the examples.

Twitter	Facebook
<input type="text" value="https://twitter.cor"/>	<input type="text" value="https://www.facel"/>
Googleplus	Linkedin
<input type="text" value="https://googleplus"/>	<input type="text" value="https://linkedin.cc"/>
Instagram	Dribbble
<input type="text" value="https://instagram."/>	<input type="text" value="https://dribbble.cc"/>

Signature preview

Quan Trị Mạng
info@meta.vn

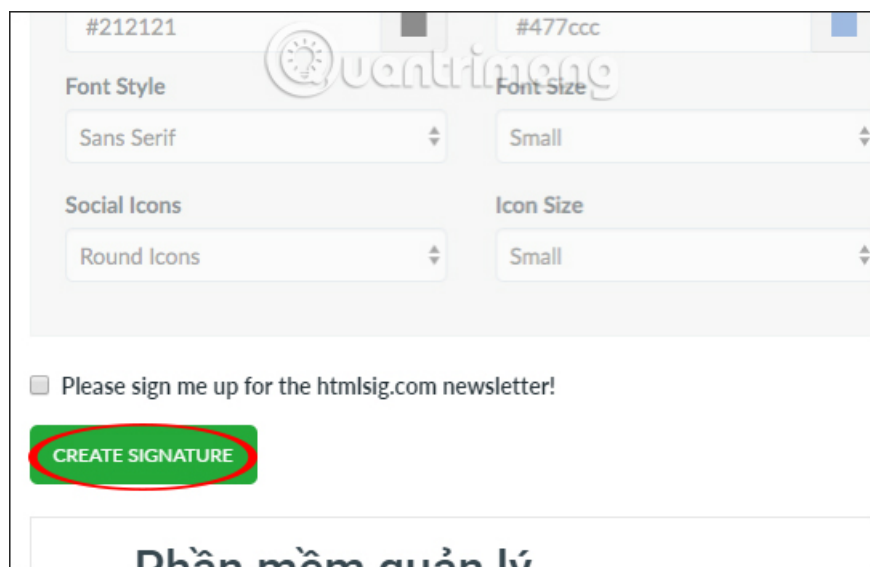
META
024 2242 8188
58 Duy Tân, Dịch Vọng Hậu, Cầu Giấy, Hà Nội
info@meta.vn.

[Twitter](#) [Facebook](#) [YouTube](#)

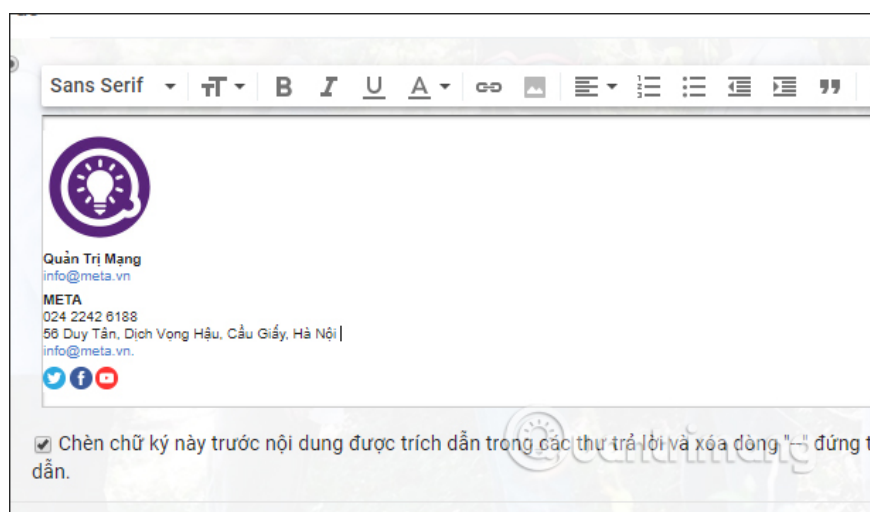
htmlsig Get a free email signature

Step 3:

After creating, click **Create Signature** to start the signature creation.



Finally insert the signature content into Gmail to use.

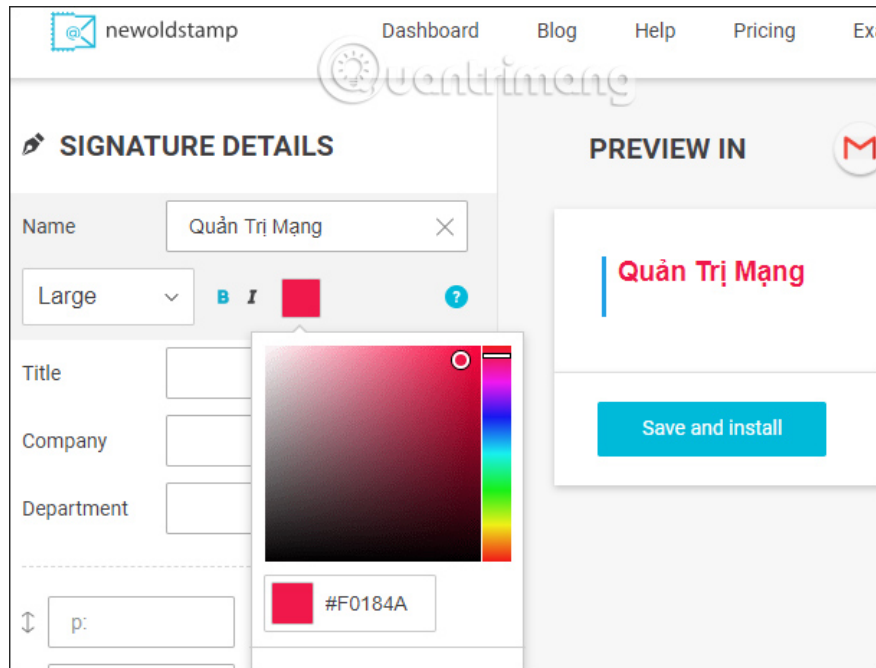


3. Newoldstamp

1. <https://newoldstamp.com/editor/>

Step 1:

In the interface of the website we enter the information to create a signature.



The **Fonts and Colors** section below we proceed to change the font in the signature section. **Photo or logo** , click Choose a file to upload the website image.



FONTS AND COLORS

Quantimeng

Arial ▾

Medium ▾

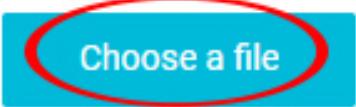


Shuffle colors ?



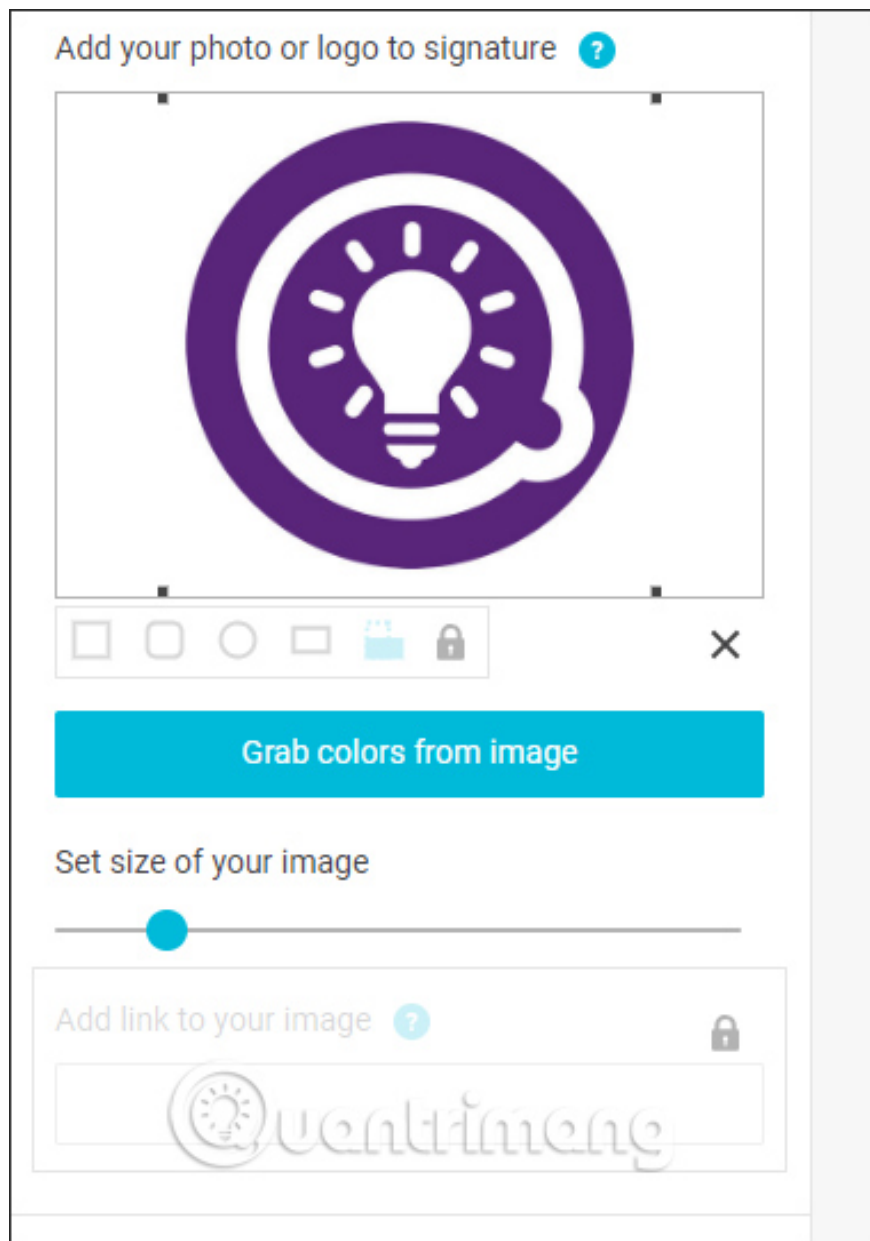
PHOTO OR LOGO

Add your photo or logo to signature ?



or drag it here

Users can resize the logo to match the signature frame. Some parts with a lock icon need to use a paid upgrade.







Step 2:



Social icons to insert information about how to contact social networking sites. If you have an account, users will have more icons when you click Show more.



SOCIAL ICONS

Caption

↕  Facebook 




↕  Twitter 


↕  LinkedIn 

↕  Instagram 

[Show more](#)



Size Shape Color


  

[Reset icons style](#) 

Step 4:

Look at **the Templates column** to select the display styles for the signature.



 **TEMPLATES** 




David Johnson
Businessman David Johnson Ltd.
marketing team

phone: 234-432-2334 | mobile: 567-785-8575 | 890-908-9098
5th Avenue, NY 10017
www: example.com | email: name@example.com | skype: skypeName

Follow us



 




David Johnson Businessman David Johnson Ltd.
marketing team

phone: 234-432-2334
mobile: 567-785-8575
890-908-9098
www: example.com
email: name@example.com
skype: skypeName
address: 5th Avenue, NY 10017




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Businessman David Johnson Ltd.
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phone: 234-432-2334
mobile: 567-785-8575
890-908-9098
www: example.com
email: name@example.com
skype: skypeName
address: 5th Avenue, NY 10017

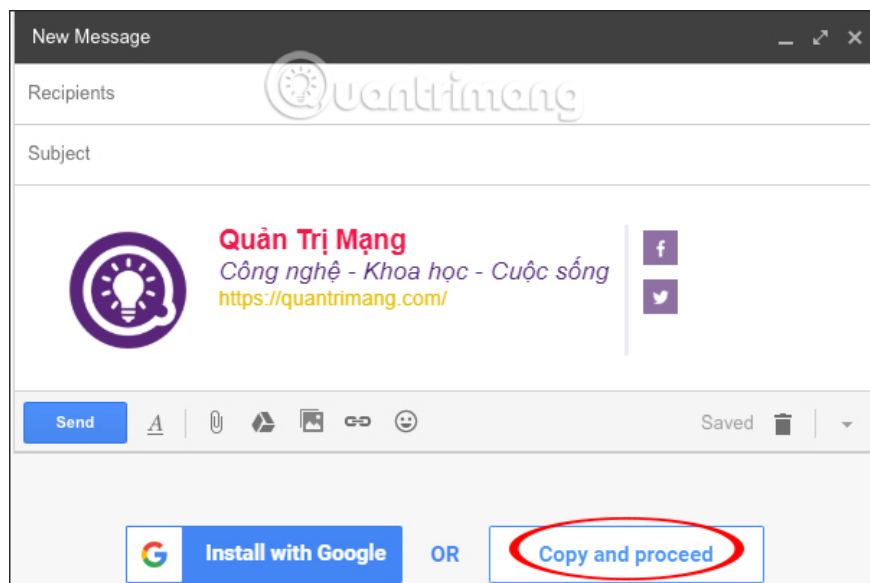

Show more

Step 3:

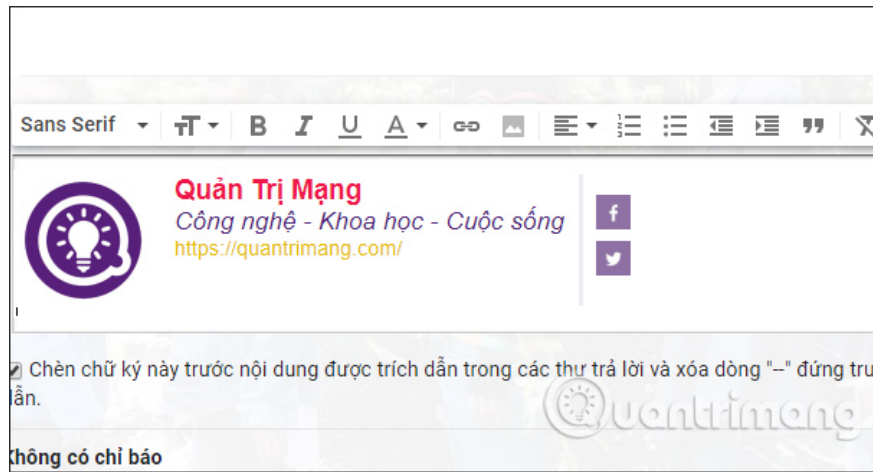
After editing, click **the Save and install button** in the Preview section above.



Newoldstamp will show the preview interface for signatures on the Gmail interface. If the user agrees, **click Copy and proceed** .



Results you paste into the signature settings section on Gmail to use.



These are the ways to create professional Gmail signatures, manually or using signature creation websites. If you need to add contact information in your signature, you should choose the website to create the online signature above.

I wish you all success!

You finished reading the article "**Instructions for creating professional Gmail signatures**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.