

Log into your Gmail account. On the top right corner click the **"cog"** symbol.



 ✓ ➤
✓ Comfortable Cozy Compact

> Configure inbox Settings Themes Help

Signat (appende Learn

Select "Settings"

Look for "Signature"

Add the preferred text "Professional Presentation:"



Add your first and last name Below add "**Professional Presentation:**" and your **PUBLIC URL**

ure: (at the end of all outgoing messages) (nore	0) No signature	
	•	Sans Serif • -T • B Z U A • CD 🔤 ≣ • 注 🗄 🖅 🗐 I _X	
		First Last (NAME) Professional Presentation: (PUBLIC URL)	
		Insert this signature before quoted text in replies and remove the "" line that precedes it.	

At the very bottom hit "SAVE CHANGES"

The process is similar with other e-mail providers, look for "settings" or "

