

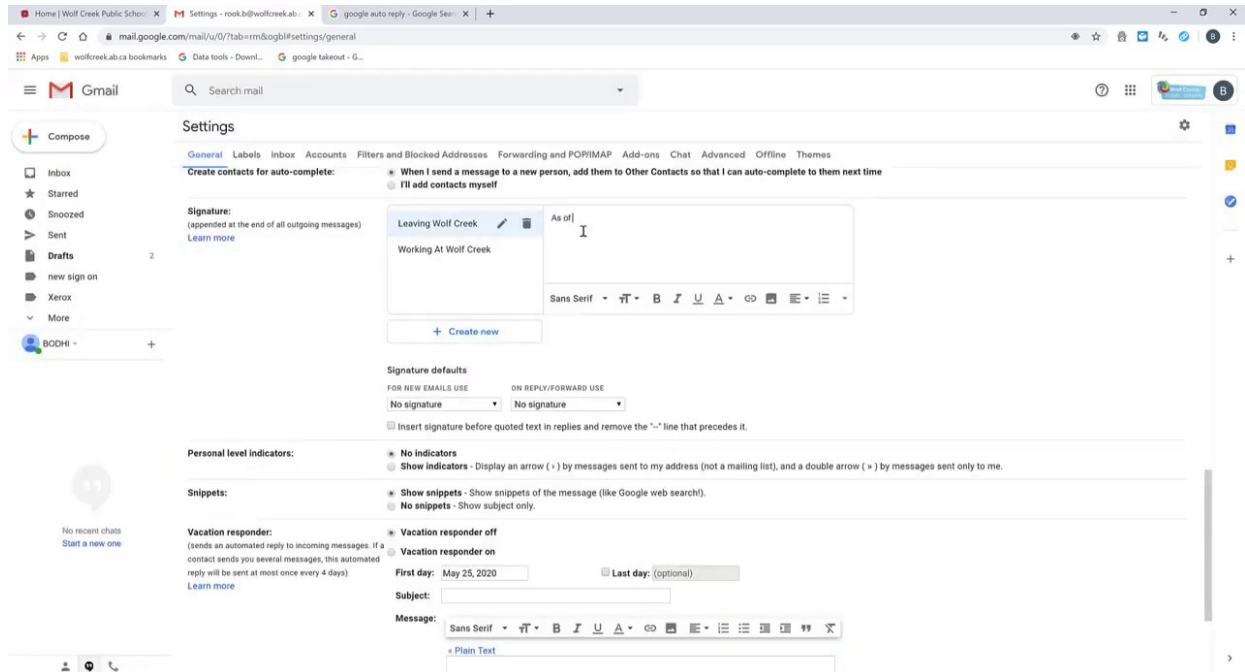
Use Multiple Gmail Signatures

Wolf Creek step-by-step guide

Before you begin: Before leaving Wolf Creek, back up any work information you are permitted to keep. Never use your Wolf Creek account for personal email.

STEP 1 Open Gmail settings

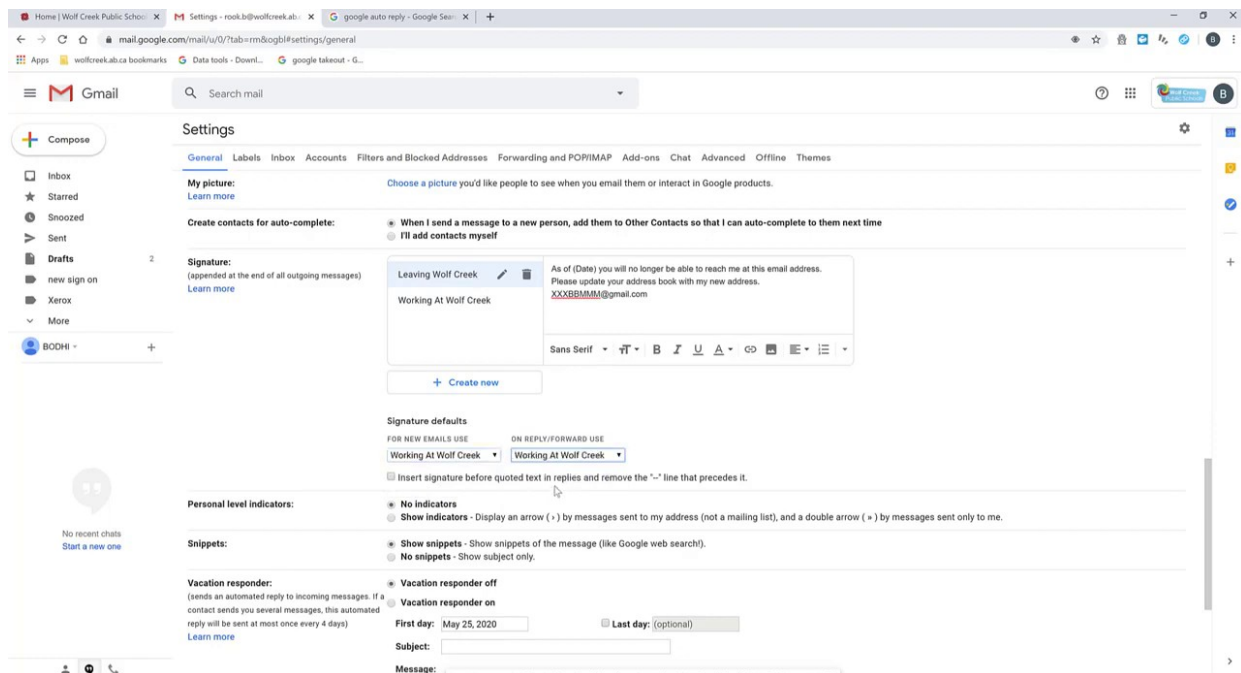
In Gmail, select the Settings gear, then choose See all settings.



Open Gmail settings.

STEP 2 Find the Signature section

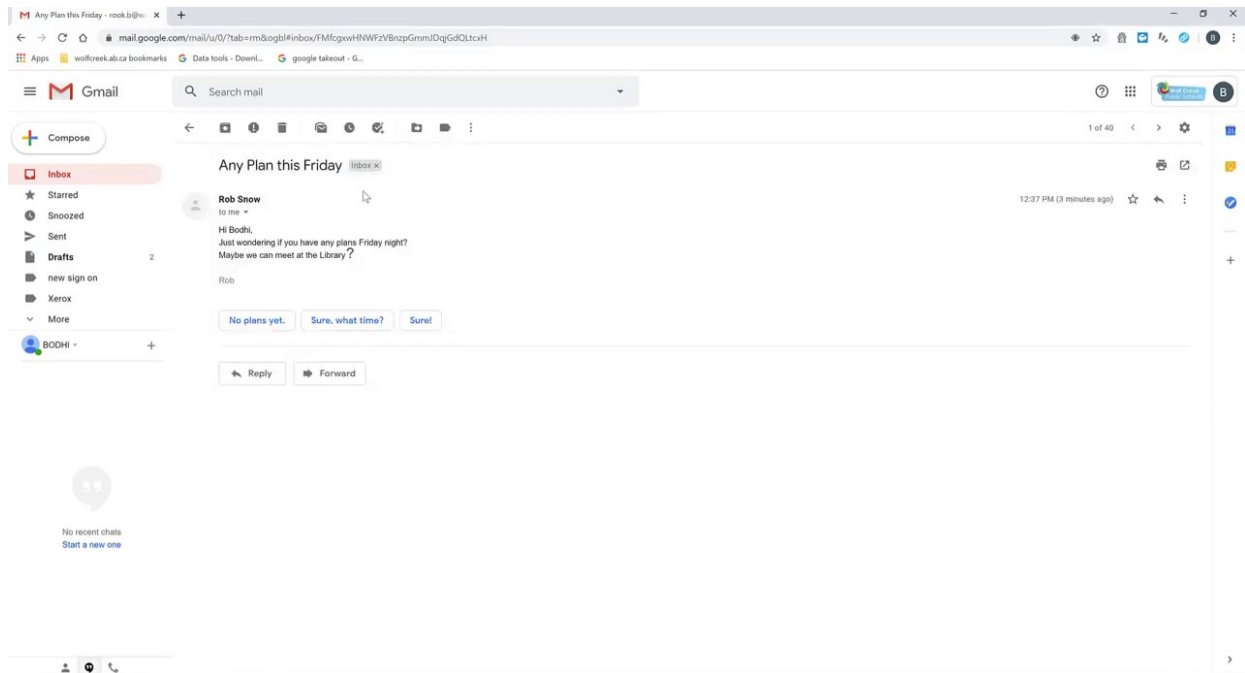
On the General tab, scroll down to Signature.



Find the Signature section.

STEP 3 Create each signature

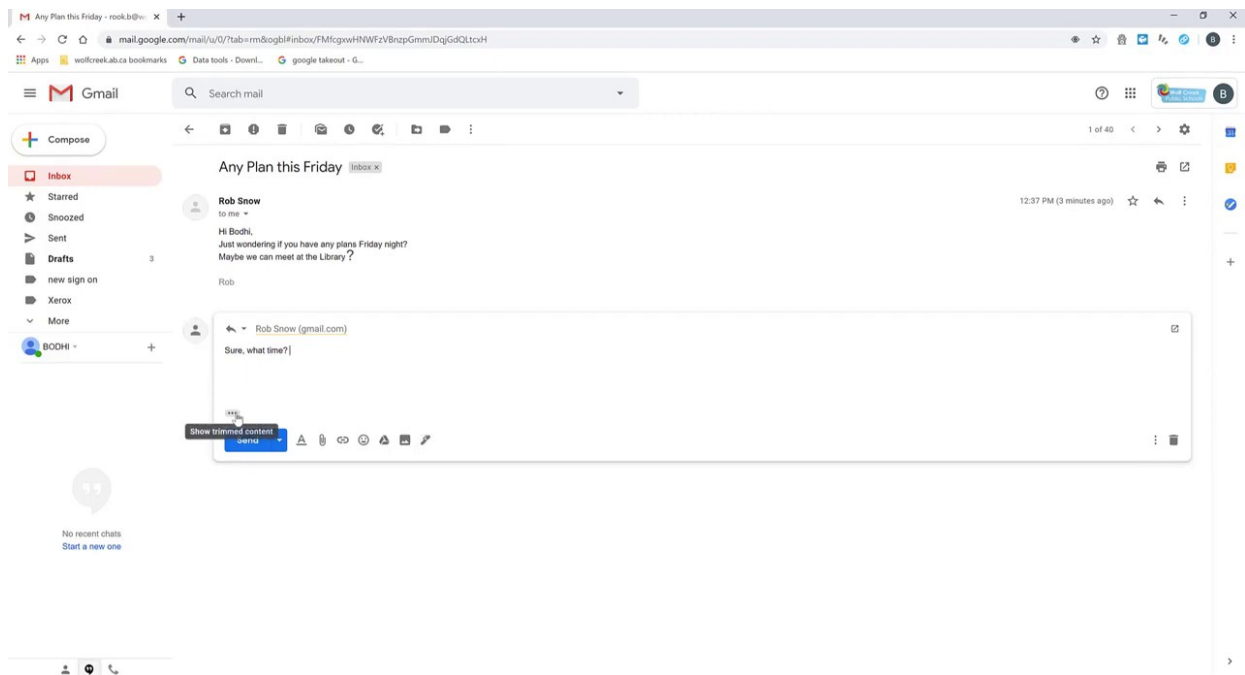
Select Create new, name the signature clearly, and enter the signature text. Repeat for any additional signature you need.



Create each signature.

STEP 4 Choose or switch signatures

Set signature defaults if required. While composing a message, use the signature button to select the appropriate signature.



Choose or switch signatures.