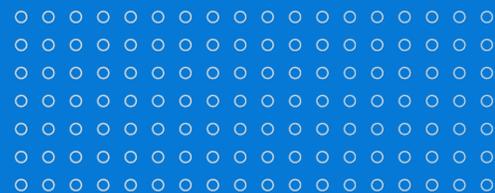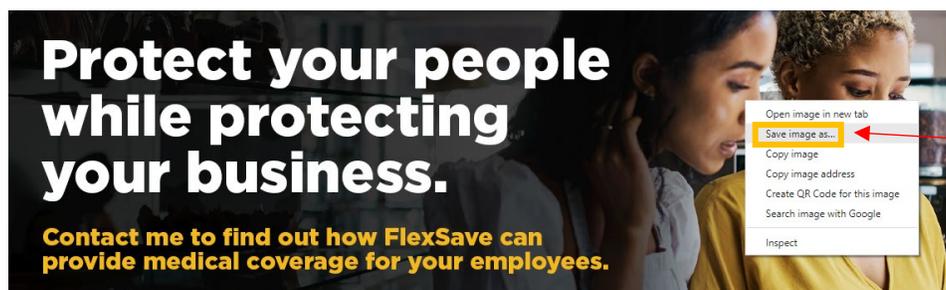# How to add an image to your email signature on Gmail
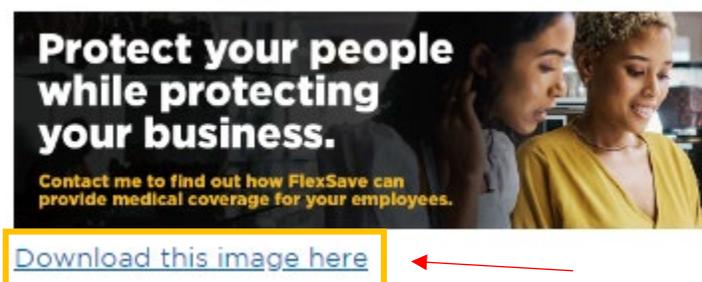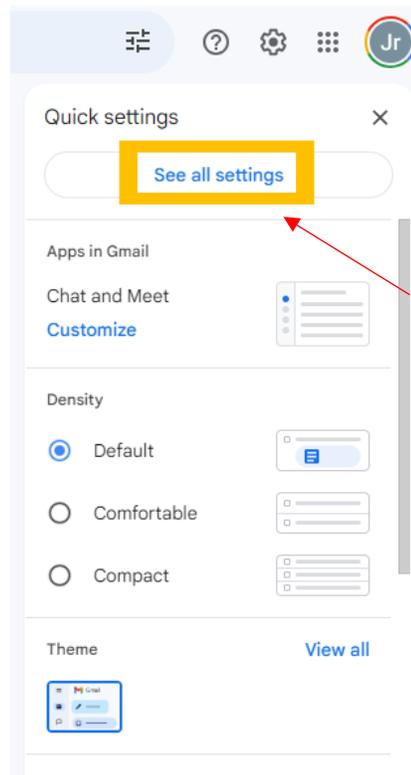
<u>Desktop/Laptop</u>

1. Save the image of your choice by clicking 'Download this image here' as well as right clicking the image and clicking 'Save image as'.

2. Open your Gmail Email and click on the 'Settings' button.

3. Click on 'See all settings'.

4. In the settings page. Scroll down to Signature, click on the 'insert image icon'.

5. Click on 'Upload'.

Add an image   ✕

Web Address (URL)   **My Drive**   Upload
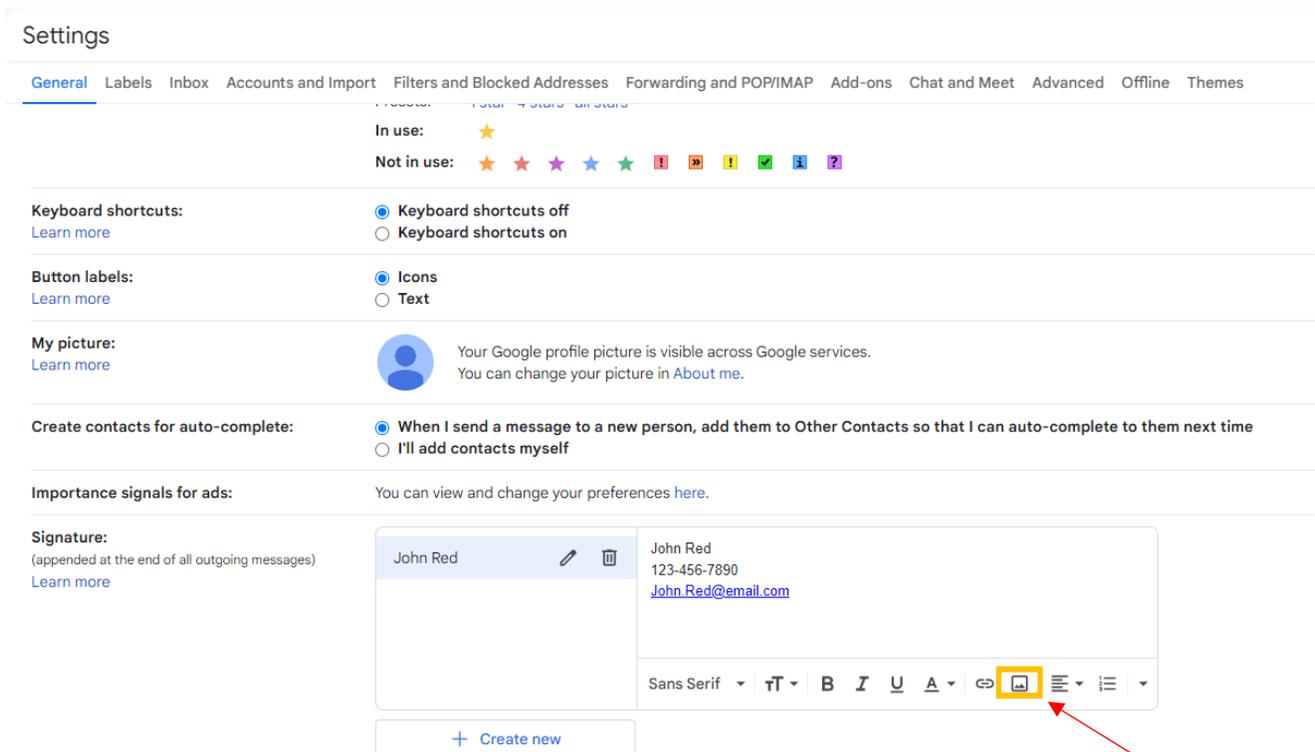
Images	🔍

Name ↑	Owner	Last modified
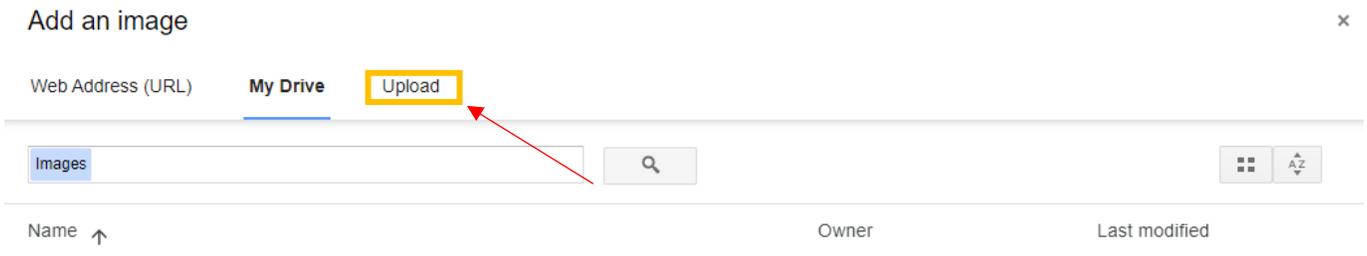
6. Click on 'Select file from your device'.

Add an image   ✕

Web Address (URL)   My Drive   **Upload**

Drag a file here

Or, if you prefer...

Select a file from your device

Select   Cancel   Anyone with the link can access this image.
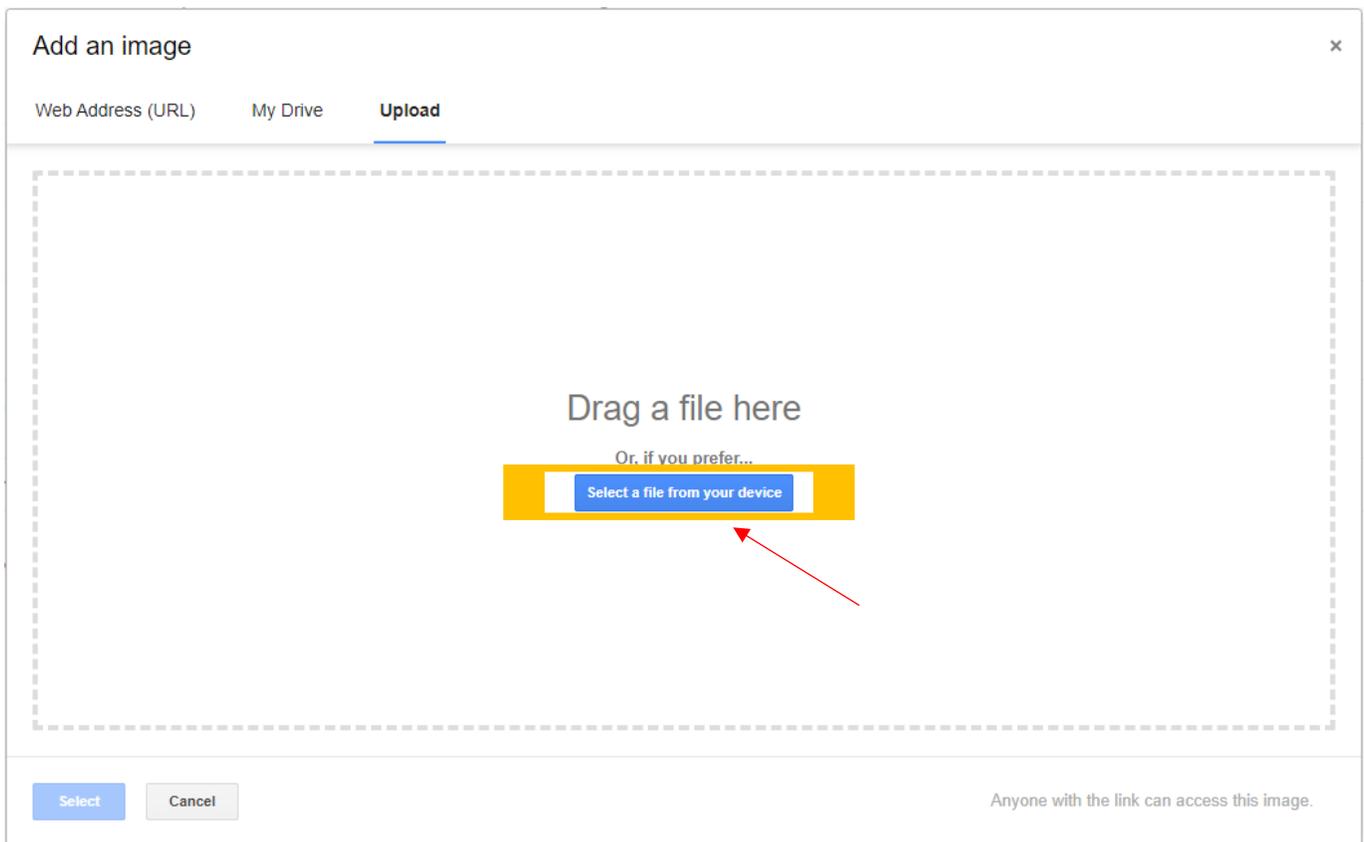
7. Select image and click 'Insert'.

Insert Picture

OneDrive - HUB International Limited › Pictures

Search Pictures

Organize ▾   New folder

Quick access
- Documents
- Downloads
- Pictures
- HubFinancial
- Video Productions
- Video Assets
- Newsletter Videos
- NIF
- C&C - April 26-27
- Desktop
- Investing in Your Business
- PDF Guides
- The Better Fit for Businesses

Microsoft Outlook

Protect Employees - Email Banner 2.png

File name: All Pictures (*.emf;*.wmf;*.jpg;*

Tools   Insert   Cancel

8. Click 'Save Changes'

Settings

General   Labels   Inbox   Accounts and Import   Filters and Blocked Addresses   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline   Themes

Signature defaults

FOR NEW EMAILS USE   ON REPLY/FORWARD USE

No signature   No signature

☐ Insert signature before quoted text in replies and remove the "--" line that precedes it.

Personal level indicators:
- ⦿ No indicators
- ○ Show indicators - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me.

Snippets:
- ⦿ Show snippets - Show snippets of the message (like Google web search!).
- ○ No snippets - Show subject only.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
Learn more

- ⦿ Vacation responder off
- ○ Vacation responder on

First day: June 22, 2023   ☐ Last day: (optional)

Subject:

Message:

Sans Serif   ┬T   B   I   U   A | ≡   ⯭   ▭   ≡   ⦂≡   ≡   ⫶≡   ⫶≡   ⫶≡   "   ⊼

« Plain Text

☐ Only send a response to people in my Contacts

Save Changes   Cancel