Multiple Signatures in Gmail

Manage multiple signatures

You can use different signatures for your emails. For example, you can set a signature default for new emails you compose or reply to. You can also choose a different signature with each email you send.

Tip: If you want to change your signature while you write an email, at the bottom of the window, click Insert signature.

To create multiple signatures, in Gmail go to Settings (gear icon) > Settings > General. Then, scroll down to “Signature” and select “Create New” to enter multiple signatures.

After creating a new signature, there will be a list on the left.

To use the additional signatures, open the signature menu in the compose action toolbar to switch signatures.

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Insert Signature tool