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 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.