

Gmail signature setup checklist

Desktop, phone app and multiple addresses, with the image rules and the fixes for common problems.

On a computer

- ☐ Signature built and copied (Copy signature, not Copy HTML code)
- ☐ Gmail: Settings, See all settings, General tab, Signature
- ☐ Create new, named, pasted with Ctrl+V or ⌘V
- ☐ Chosen under Signature defaults for new emails
- ☐ Chosen for replies and forwards too, if I want it there
- ☐ Save Changes pressed at the very bottom of the page

Each extra address (Send mail as)

Address	Signature name	Default for new	Default for replies

The Gmail app on a phone

- ☐ I want my designed signature on phone emails: leave the app's Mobile signature off
- ☐ I want a short text sign-off on the phone instead: set Mobile signature in the app's settings

Image rules from Google's help pages

Recommended size	70–100 px high, 300–400 px wide
Largest size	100 px high, 1,000 px wide
From Google Drive	The image must be shared publicly
Character limit	10,000 characters, and the image counts

If something looks wrong

Problem	Try
Strange characters or broken formatting	Select the signature and use Remove formatting, then paste again
Can't format the text	Turn off Plain text mode in a new message's More options
Signature missing in sent mail	Click the three dots (Show trimmed content)
Picture missing or broken	Use a public https image address, or make the Drive image public
Error when saving	The signature or picture is too big: shrink the picture
The full guide: fynl.io/blog/add-email-signature-gmail/ Free email signature generator: fynl.io/email-signature-generator	