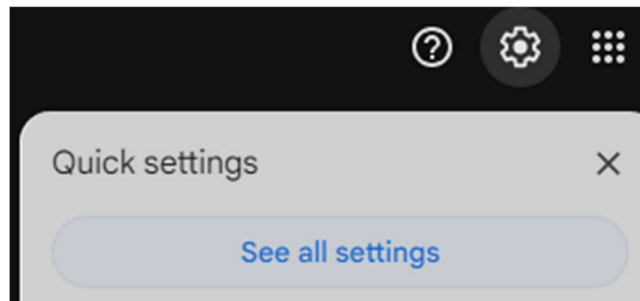


Copying Your Email Signature from Google Workspace to Outlook

A. Copying Signature from Google Workspace

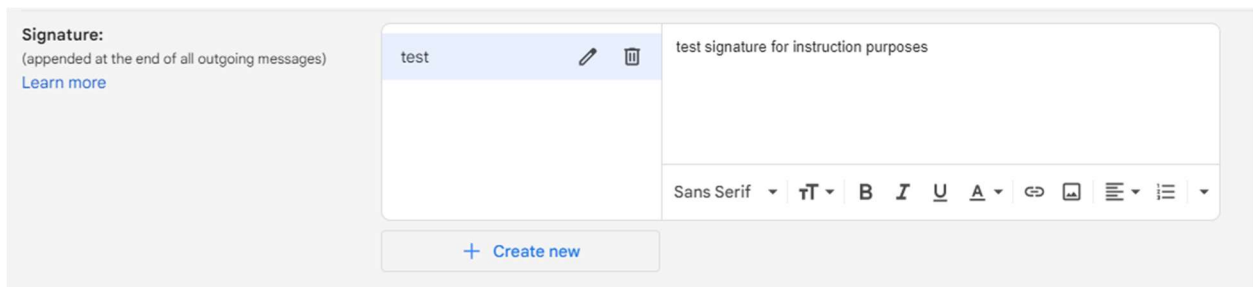
1. Open Gmail

- Log in to your Google Workspace Gmail account.
- Click on the **gear icon** (Settings) in the upper-right corner.
- Select **See all settings**.



2. Locate and Copy Your Signature

- In the **General** tab, scroll down to the **Signature** section.
- Select your signature text and press **Ctrl + C** (Cmd + C on Mac) to copy it.



B. Pasting Signature in Outlook

Outlook on the Web

1. Access Signature Settings

- In Outlook on the Web, click on the **gear icon** (Settings) in the upper-right corner.
- Go to **Mail > Compose and reply**.

Layout

Compose and reply

2. Create or Update Signature

- Paste your copied signature into the signature box.
- Click **Save**.

Compose and reply

Email signature


Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

test ▼ Rename Delete

test signature for instruction purposes



Include a link to my bookings page in my signature

Select default signatures

For New Messages: test ▼

For Replies/Forwards: test ▼

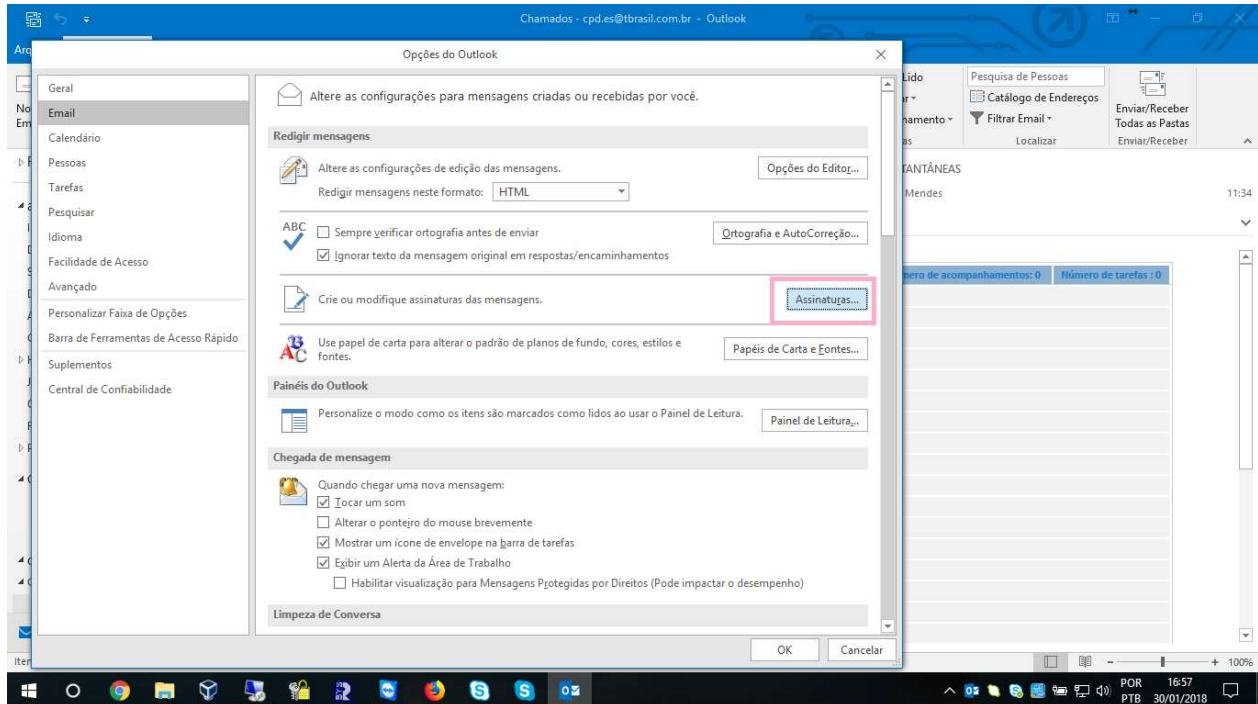
Message format

Save Discard

Outlook Desktop Application

1. Open Signature Settings

- Go to **File > Options > Mail > Signatures.**



2. Paste and Save Signature

- Click on **New** to create a new signature or select an existing one.
- Paste your copied signature into the editor.
- Click **OK** to save.

