## 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.

Signature: (appended at the end of all outgoing messages) Learn more	test	1	Ū	test signature for instruction purposes					
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## **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.



## 2. Create or Update Signature

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

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Email signature Edit and choose signatures that will be automatically added to your email message. Create and edit signatures		
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Select default signatures		
For New Messages: V		
For Replies/Forwards:		
Message format		
	Save	Discard

# **Outlook Desktop Application**

- 1. Open Signature Settings
  - $_{\odot}$  Go to File > Options > Mail > Signatures.

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# 2. Paste and Save Signature

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

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