Gmail is a mail client produced by Google as a part of Google Apps at Saint Mary’s.

Because of the transition to Gmail for Faculty and Staff, old Email Signatures will no longer work. Signatures used in Thunderbird will also no longer work. In order to have a signature for your email account, you will need to create a new one.

To create a new signature:

1. Click the Gear Icon in the upper right, then select Settings.
2. Enter your new signature text in the box at the bottom of the General page next to the Signature option.
3. Click Save Changes at the bottom of the page.

Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the Show trimmed content button at the bottom of the message.

Please note:

• If you notice extra characters (such as * or >) being added to your signature after you send mail, it's because some versions of Gmail don't support rich text and we've converted some of your formatting. For example, when you send from Gmail using Safari on an iPhone, any text you have bolded in your signature will be marked with asterisks (i.e., example will show as *example*).

• For rich text signatures, the maximum amount of characters you can use is 10,000, but decreases with different formatting choices.

• If you're editing your signature and only have an option to create a plain text signature, this is due to your current compose message settings. Click Compose to create a new message, then click the Rich Formatting option in the message. Once this change is made, you'll be able to create a rich text signature.

• To add a picture you can simply drag and drop an image into the Signature Box and once it loads and shows up you can resize it to Small. If you are working on a PC you can simply drag a corner of the image to resize it.

• Note: Word wrap does not work for the Signature.