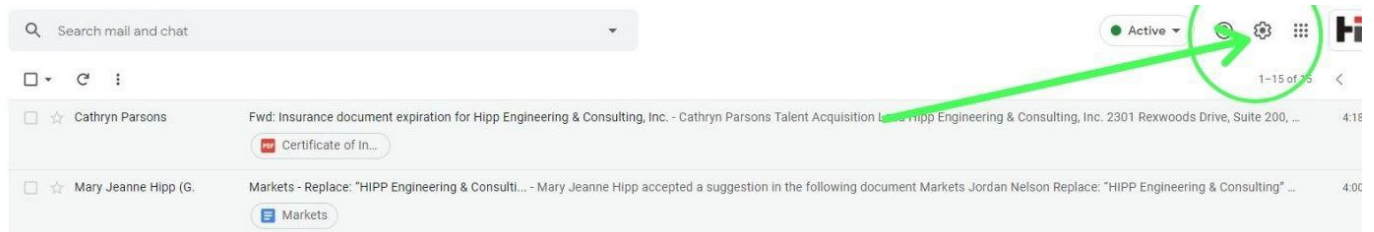
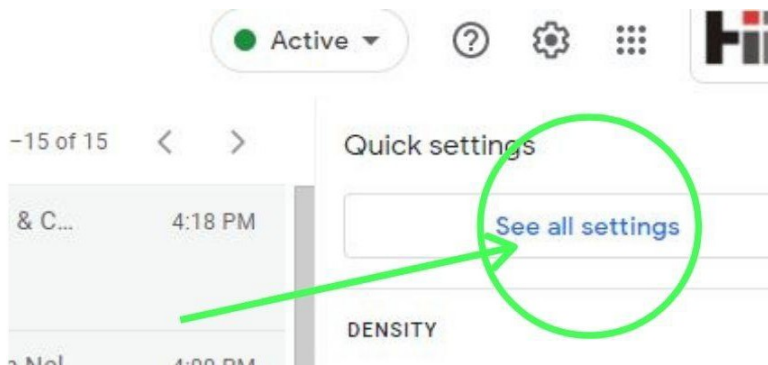


## How To Update Your Email Signature [A step-by-step guide for Gmail]

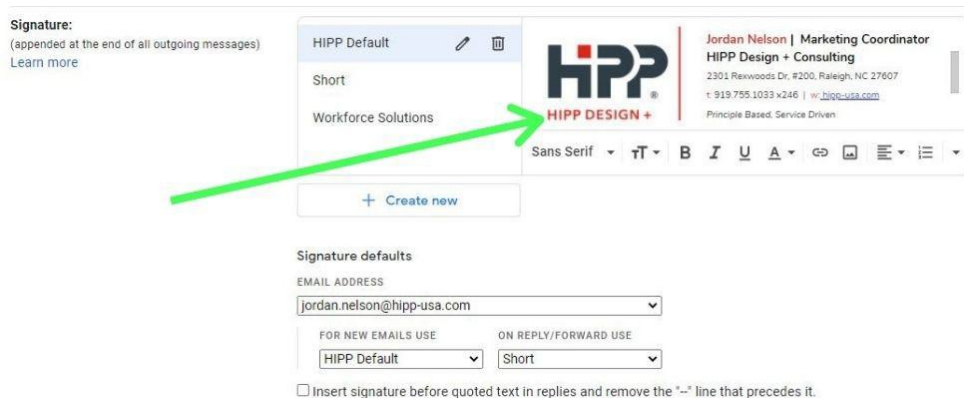
1. Open your gmail
2. Click on the "Settings" icon



3. Click "See All Settings"



4. Scroll down to the "Signature" section



5. Delete any current email signature you have in that field

6. Copy the appropriate below signature from this document and paste it into the signature field in gmail:



First Last | Job Title  
HIPP Design + Consulting  
2301 Rexwoods Dr, #200, Raleigh, NC  
27607 t: 919.755.1033 x123 | w: [hipp-usa.com](http://hipp-usa.com) *Principle-Based, Service Driven*



7. **IMPORTANT:** replace the personal information! This includes your name, job title, address (if you're not in Raleigh) and phone extension and the LinkedIn! (View your phone extension by searching your name in [Simple In/Out](#))
8. Scroll down to the bottom of the page and save your changes.
9. Test your new signature by opening a new email as if you're going to send one!

