

6. Once you are done, scroll to the bottom of the screen and click “Save Changes.”
7. You now have an automated signature on every email! Keep in mind that if for some reason you want to change your signature just for a single email, you will be able to once you are actually writing the message. The automated signature automatically is typed in for you in every message; therefore, you can change it when you go to type a message if you wish.

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