

## SETTINGS • SIGNATURES

# Create your email signature

Set up the few lines that go at the bottom of every message you send — your name, role, and how to reach you. We'll build a simple one first, then cover what a polished, professional signature should contain.



## Quick Steps

- 1 Click the **Settings** gear. In the left margin, scroll to the **Set Up** section and click **My email addresses**, then open the **Signatures** tab at the top.
- 2 Under **Addresses without a signature**, click the email address you want to set up.
- 3 Type your signature in the box. Use the toolbar to **bold** text, add a **link**, or change color.
- 4 Click **Save**. Fastmail now adds it automatically to new messages from that address.

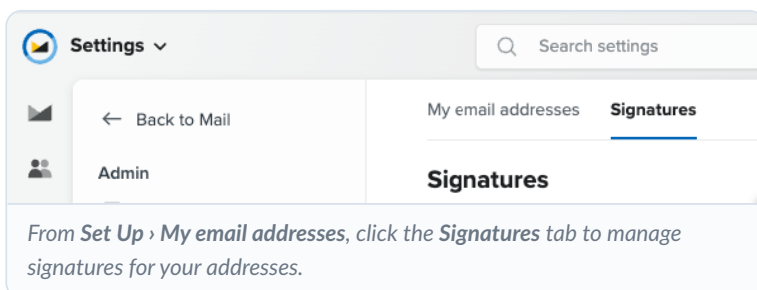
**! A signature is tied to an email address, not your whole account.**

If you send from more than one address, each one gets its own signature — so you can have a formal work signature on one address and a short personal one on another.

# Illustrated Walkthrough

## 1 Open Settings and choose Signatures

Click the **Settings** gear in the top-right corner of Fastmail. Settings reopens wherever you were last time — so you may land on a different page (such as **Filters & Rules**) rather than at the top. Don't worry about that. In the **left margin**, scroll down to the **Set Up** section and click **My email addresses**. At the top of that page you'll see two tabs — **My email addresses** and **Signatures**. Click **Signatures**.

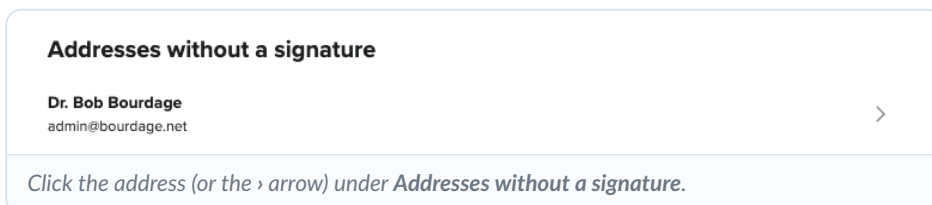


### ⓘ Settings remembers where you last were.

If the gear opens onto an unrelated page, that's normal — Fastmail keeps you on your last Settings page. Just use the **left margin** list to navigate to **Set Up › My email addresses**.

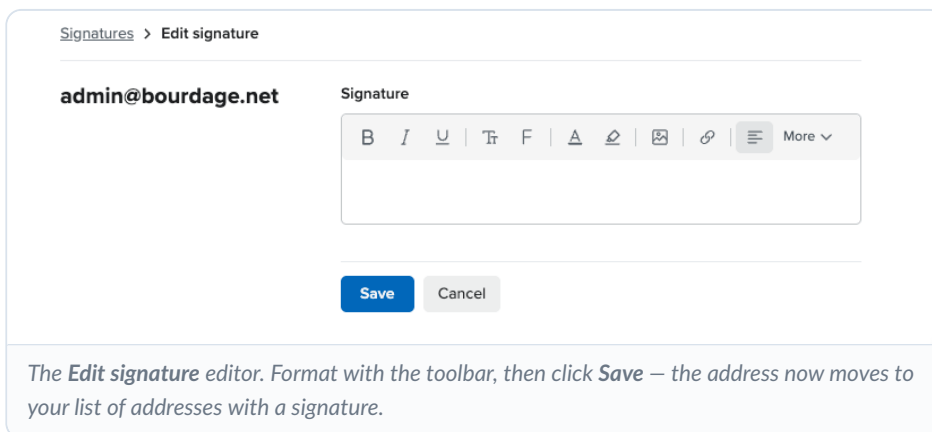
## 2 Pick the address that needs a signature

Fastmail lists your addresses under **Addresses without a signature**. Click the address you want to set up — here that's `admin@bourdage.net`. The arrow on the right opens the editor for that address.



### 3 Write your signature, then Save

Type your signature in the **Signature** box. The toolbar across the top lets you format it: **B** bold, **I** italic, **U** underline, then buttons for font and size, text color, inserting an **image** (such as a logo), adding a **link**, and alignment. The **More** menu holds extra options. When it looks right, click **Save**.



The *Edit signature* editor. Format with the toolbar, then click **Save** – the address now moves to your list of addresses with a signature.

#### 💡 Keep it simple to start.

Plain text in a readable font travels best — it looks correct on phones, in dark mode, and in other people's email apps. You can always add a logo or color later.

## What to put in a signature

A good signature tells the reader who you are and how to reach you — without turning into a wall of text. Start with the essentials, add a few optional touches if they help, and include any wording your profession or employer requires.

#### ESSENTIALS

- **Full name** (and credentials, e.g. "CFP®," "Esq.," "MD")
- **Job title** and **company** or firm name
- **Phone** number people can actually reach you on
- **Email** address and/or **website**

#### NICE TO HAVE

- Company **logo** or a small headshot
- **Office address** or hours, if clients visit or call
- A **scheduling link** ("Book a meeting")
- Licenses / registration numbers, where relevant

### A worked example

Here's how those pieces come together — name and title, a clean contact line, and a short tagline that tells people what you do.

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Supporting Macintosh and Windows users in North Central Texas since 1995 — onsite and remote technical support, consulting, custom programming, and website design and hosting. *If your computer is sick... call Dr. Bob.*

**! Need a legal or disclaimer notice? Add it here.**

If your profession requires one, put it on a final line beneath your contact details — right where the tagline sits above. For example, a financial advisor might close with: *“Summit Trail Wealth Advisors is a registered investment adviser. This email and any attachments are confidential and intended only for the named recipient. If you received it in error, please notify the sender and delete it. Nothing herein is an offer or solicitation to buy or sell any security.”*

**⚠ Legal & compliance notices: check before you send.**

Regulated professions often **require** specific signature language. Financial advisors may need registration and risk disclosures (e.g. SEC/FINRA); attorneys often add a confidentiality and privilege notice; healthcare and some other fields have privacy rules too. The exact wording is set by your firm’s **compliance team** or governing body — not by us. Always paste in the approved text and confirm it with your compliance or legal contact. This guide is general information, not legal advice.

**✓ Keep it tidy.**

Aim for four to six lines plus any required disclosure. Skip inspirational quotes and large images, avoid putting essential text inside an image (screen readers and blocked-image views can’t see it), and make sure links point to the right place before you save.

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