

# Update Your Mobile Email Signature



## IPHONE & IPAD

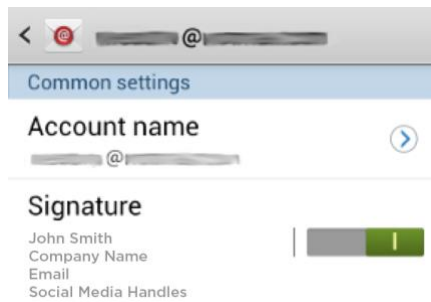
- Go to Settings > Mail, Contacts, Calendar.
- Scroll down to Signature.
- On the next page, you'll have the option to write whatever you want in your sendoff line, as well as apply it "per account" or all accounts.
- If you choose per account, you can customize the signature line for each email account connected to the Mail app.
  - Bonus: Update Your "From" Name While you're in those settings, you might as well check that the "from" name is what you want it to be.
- Back up a page (i.e., go to Settings > Mail, Contacts, Calendar).
- At the top during Accounts, you'll see all the accounts you have connected. Pick one by tapping it, and on the next page, pick Account. The page that pops up has a Name field. That's your "from" name.
  - Note: Not all accounts contain the same fields (Gmail and Yahoo! Mail are the same, but Hotmail doesn't have all the fields, for example).
- Example image below showing the "from" name as John Smith:



**Tip:** For the description, use the email address name. That way, you'll never be confused about which account you're accessing.

## ANDROID

- As with most instructions for Android phones, the details can vary slightly depending on the phone, service carrier, and email provider. This set of instructions were validated using a Samsung Galaxy S III with MetroPCS.
- Go into your Email app and select the account you want.
- Tap the menu button and pick Settings.
- You'll see a Signature section, most likely turned on by default. On my phone, there's a slider bar to turn the signature on and off. Tap it, and you can customize the sign off.



- While you're there, you might want to check and update the Account name and Your name fields. Try to keep the Account name as the email address name so that you never get confused about which account you're using.

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