

# How to add a Revver Email Signature (Template)

There are two methods for adding an email signature. Method 1 is a bit more involved but is more reliable. Method two is easierish but is very inconsistent and may not work.

## Method 1

- Download the attachment below
  - [RevverSignatureTemplate.html](#)
- Click on the downloaded file. It should automatically open in your browser.
- Highlight the template and copy (right click copy or Ctrl+c)
- Skip to the "Gmail Steps" section

## Method 2

- Click on this link to find [the original template in Google Docs](#)
- Make a copy of the document. Change the text and photo in the document to be your personal information
- (Optional step if step below does not work) Highlight the template then right click and select "View more actions" then "clear formatting"
- Highlight the template and copy (right click copy or Ctrl+c)
- Skip to the "Gmail Steps" section

## Gmail Steps

- In Gmail click on the gear icon in the top right corner
- Select "See all settings"
- Scroll down to the signature setting
- Press "Create new" and give your signature a name like "Revver Default Signature"
- In the box on the right paste your template
- If you need to make any changes to the text or photo of the template do that now.
  - You will likely need to change your profile image size to "small"
- Change your Signature Defaults according to your preferences
- Scroll to the bottom of the page and click "Save"

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