

## Toastmasters Email Signature Instructions

**Step One:** To set up your email signature, start by reviewing your preferred email platform resource below. If you do not see your email provider on the list below, use a web search to find setup instructions. If you are familiar with how to set up an email signature on your platform, skip to Step Two.

- [Outlook for Windows](#)
- [Outlook for Mac](#)
- [Gmail](#)
- [Mail on Mac](#)
- [iOS](#)
- [Android](#)

**Step Two:** Copy everything from [this document](#) (mobile and desktop versions included) and paste it into the signature text field, updating it with your name and title.