

Toastmasters Corporate Club Signature Mark Instructions

Before adding anything about your Toastmasters club to your email signature, seek approval from your company. Upon approval, we encourage you to add the mark to the bottom of your signature. Below are instructions on how to modify your email signature on a variety of platforms.

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 your preferred image from [this document](#) and paste it into the signature text field, below your name, title, and contact information. You may consider linking the image to your club's website. Images may not work on mobile mail applications, so we encourage you to simply add, "Ask me about Toastmasters!" to your signature on mobile devices.