

Toastmasters 2025 International Convention 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 the <u>email signature document</u> (mobile and desktop versions included) and paste it into the signature text field, updating it with your name and title.



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