Toastmasters 2026 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 email signature document (mobile and desktop versions included) and paste it into the signature text field, updating it with your name and title.