# **Instructions to add the official CSSE signature to your emails**

1. Follow these step-by-step instructions to add the signature to your email client.
	* Gmail
	<https://support.google.com/mail/answer/8395?hl=en&co=GENIE.Platform%3DDesktop>
	* Outlook
	<https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>
2. When you are ready to insert your new signature, [copy the email signature you will find here](https://www.csse.org/uploaded/web/member-get-a-member/email-signature.html) to your email client.
3. Edit your personal information. You may remove any details you prefer not to share, like your phone number or address.

We highly recommend that you don’t remove the banner under the signature. It will be updated periodically with no additional maintenance necessary.