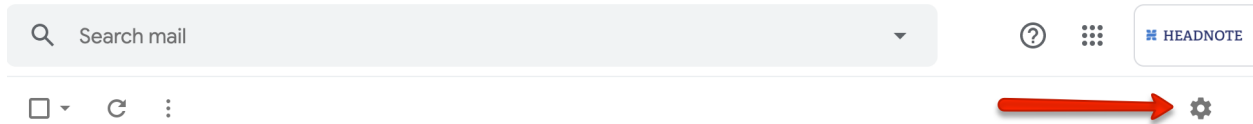
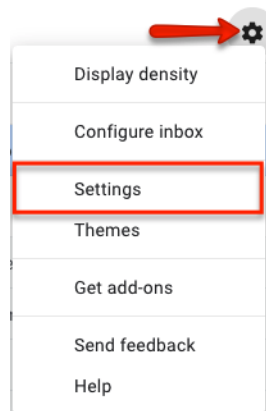


How to add a Headnote link to your Gmail signature

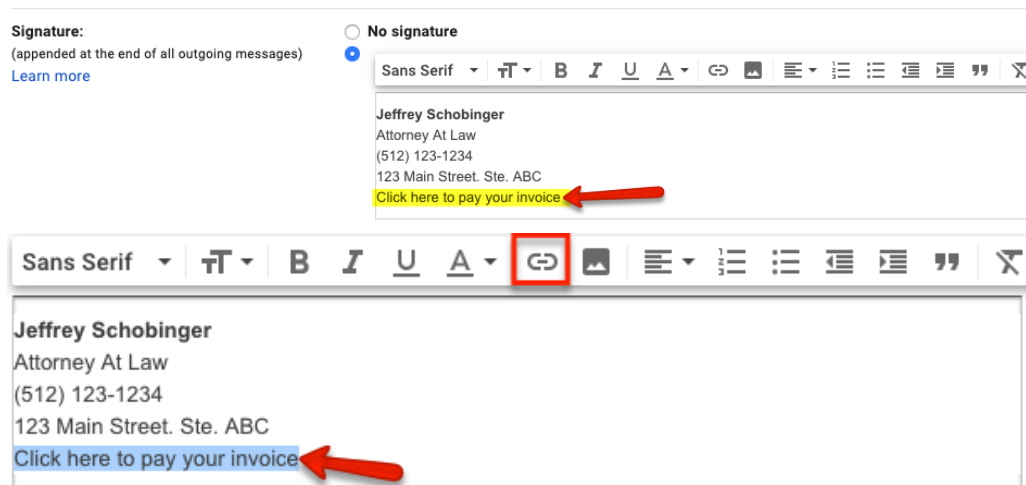
1. Log in to your Gmail account



2. Click the **gear icon** at the top-right and select “settings”



3. Scroll down to the signature section of the **General tab**. Add text to your signature.
4. Highlight the text by clicking and dragging your cursor over the text. It should look blue when you are done.



5. Click on the **Hyperlink button** on the menu above the signature box
6. Paste your Headnote OneLink in the **Web Address field** and press OK

Edit Link ✕

Text to display:

Link to:

Web address

[Email address](#)

To what URL should this link go?

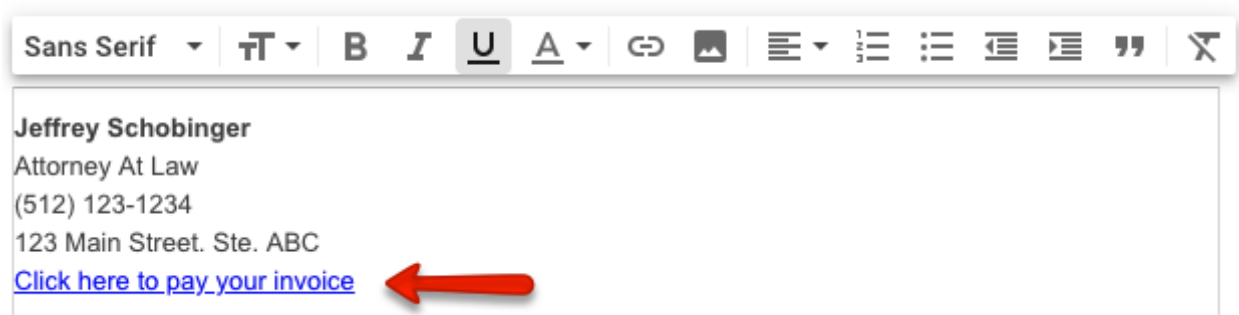
[Test this link](#)

Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

Cancel

OK

7. Your link will now be underlined and click-able



The screenshot shows a rich text editor toolbar with various icons for text formatting (font face, size, bold, italic, underline, color, link, unlink, bulleted list, numbered list, indent, outdent, quote, and undo). Below the toolbar is a text area containing the following content:

Jeffrey Schobinger
Attorney At Law
(512) 123-1234
123 Main Street. Ste. ABC
[Click here to pay your invoice](#)

A red arrow points to the underlined hyperlink text.

8. Scroll to the bottom of the page and click **Save-Changes**