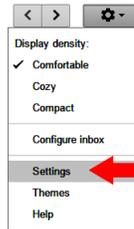Log into your Gmail account. On the top right corner click the **"cog"** symbol.

Select **"Settings"**
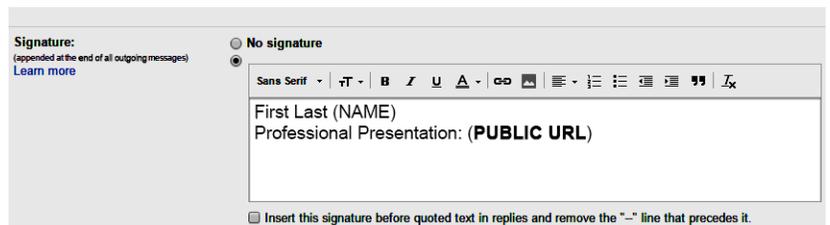
Look for **"Signature"**

Add the preferred text
"Professional Presentation:"

Add your first and last name
Below add "**Professional Presentation:**" and your **PUBLIC URL**

First Last (NAME)
Professional Presentation: (**PUBLIC URL**)

At the very bottom hit "SAVE CHANGES"

- The process is similar with other e-mail providers, look for "settings" or "