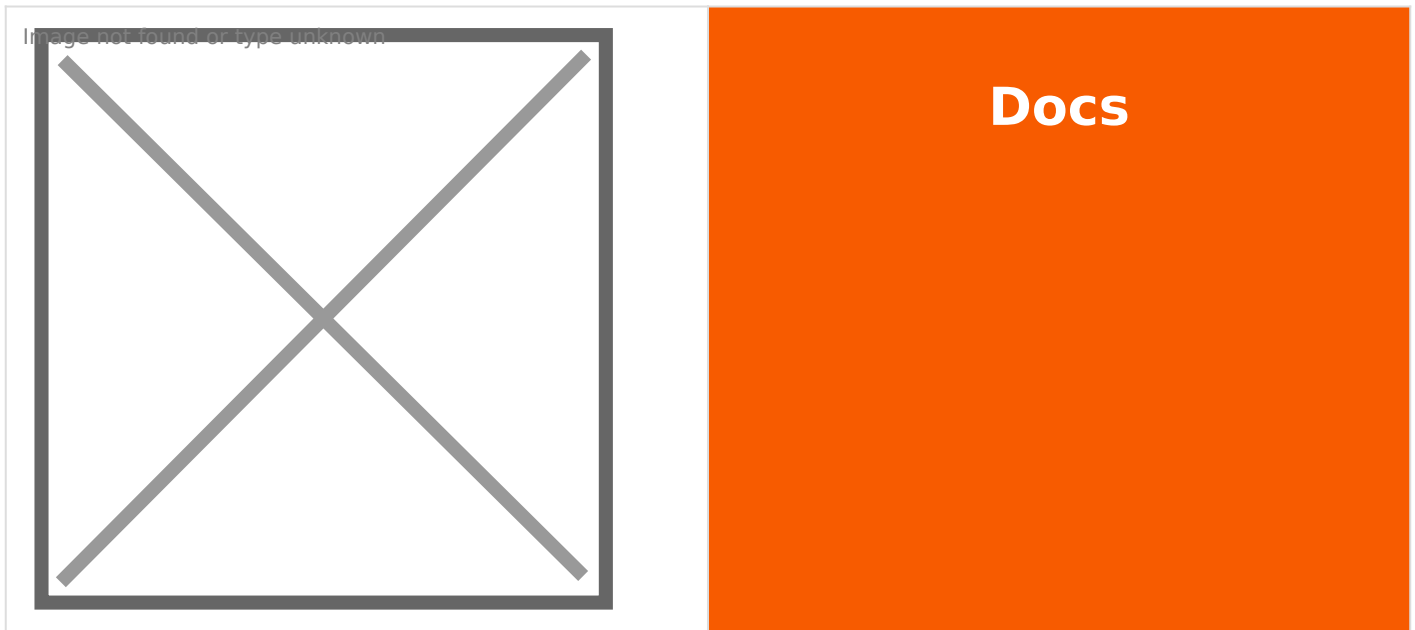


65.017 Add a custom footer / disclaimer to Google Workspace Mail



Document Control

Document Name	65.017 Add a custom footer / disclaimer to Google Workspace Mail		
Version	v1.0 Current		
Author	Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com		
Approval	Safeharbour Support		
Approval date	01-JAN-2025	Review date	31-DEC-2027
Abstract	This procedure will demonstrate how to add a standard footer to users' outbound messages		
Scope	This document applies to all clients of Safeharbour Support Ltd		
Inputs	None		
Outputs	None		

Change Control

Date	Author	Version	Change
02-DEC-2024	Neil Tancock	0.0	First version
01-JAN-2025	Neil Tancock	1.0	Approved


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When doing this, remember to select the organisation you are applying it to, then disable the standard footer and add a custom one.

Use the **Append footer** setting to automatically add footer text to outgoing messages. You may want to add a footer to outbound messages for legal, informational, or promotional reasons.

The **Append footer** setting applies to everyone in an organizational unit. Users in child organizations inherit settings from the parent organization. Footers are applied to all messages, including messages sent from Google Workspace [email aliases](#).

Set up an email footer for your domain or organization

1. In your Google **Admin console** (at admin.google.com)...
2. Go to [Apps > Google Workspace > Gmail > Compliance](#).
3. On the left, select an organization.
4. Scroll to the **Append footer** setting in the **Compliance** section. Point to the setting, and click **Configure**. If the setting is already configured, click **Edit** or **Add another**.
5. Enter the footer text:
 - You can enter up to 10,000 characters.
 - To customize the text appearance, use the text formatting tools. The text editor doesn't support HTML content.
 - To insert an image, click  and enter the URL for the image on a public web server. Images stored in Google Drive can't be used in your footer.
6. (Optional) Select **append the footer to internal messages being sent within your organization**.
7. Click **Add Setting** or **Save**. Any new settings are added to the Compliance settings page.
8. At the bottom, click **Save**. It can take up to 24 hours for changes to take effect.
9. Test the footer by sending a message to an email address outside your domain.

Note: Messages sent using a third-party email client, such as Microsoft Outlook or Apple Mail, have formatted footers. Messages sent as plain text don't support images or formatted text in the footer. A plain text footer is added instead.

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Need help? Get in touch!

You can call us on [01752 373000](tel:01752373000), option 2 or, if you are on Number Club, just call extension 3001

You can email us at hub@safeharboursupport.com

You can chat & Collaborate with us at <https://kite.wildix.com/nc-a12/3001>

You can Whatsapp us right here: <https://wa.me/441752373000>

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