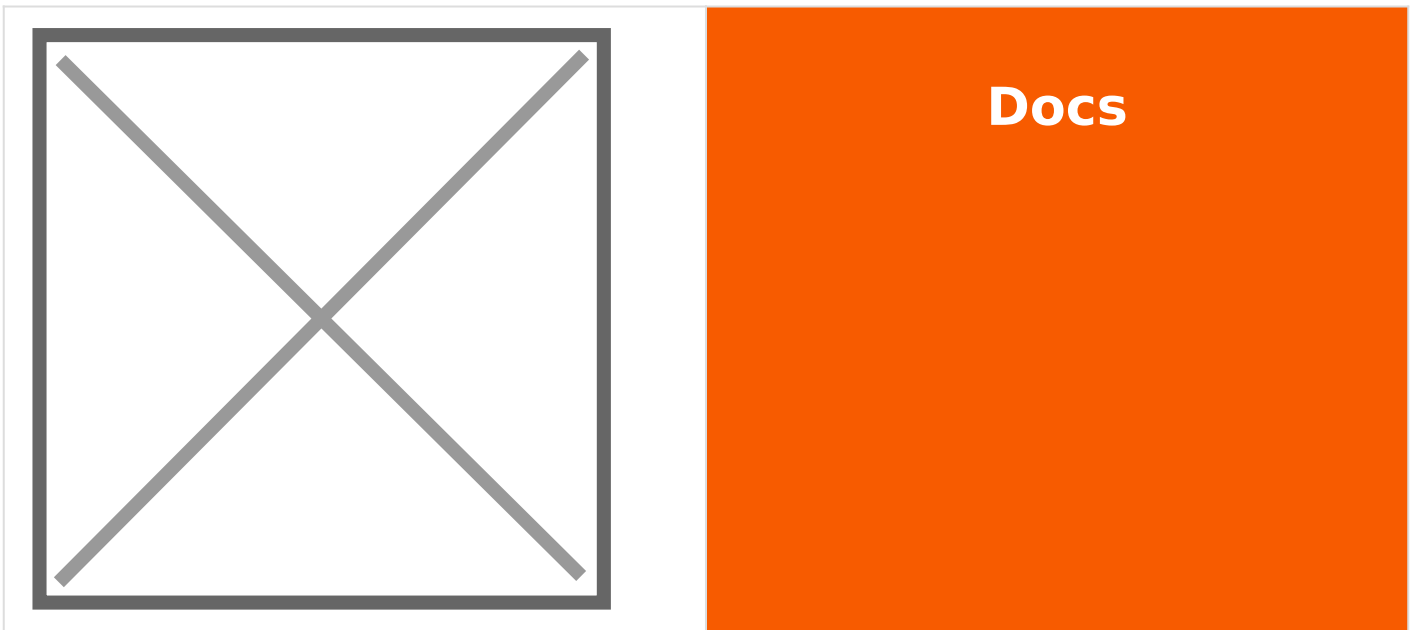


# 65.017 Add a custom footer / disclaimer to Google Workspace Mail



## Document Control

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

