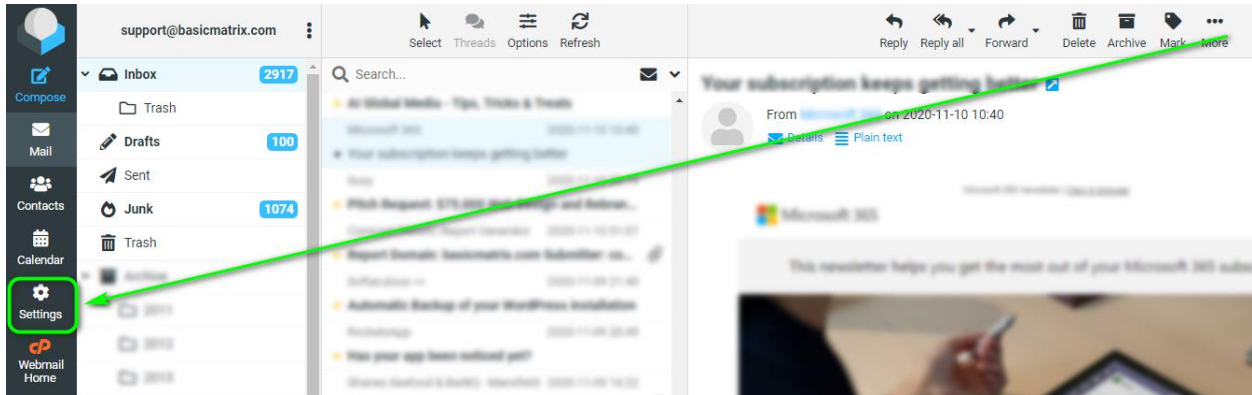
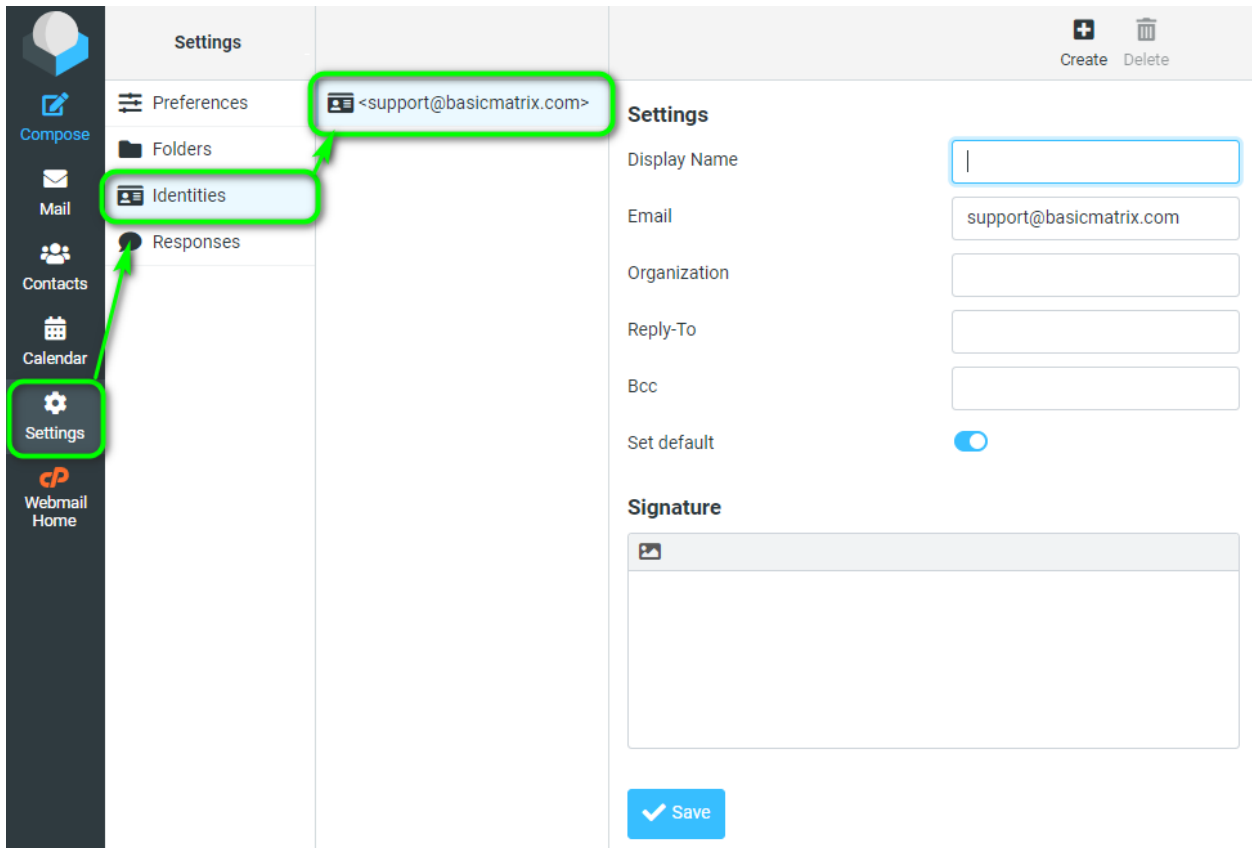


Setting Up your Signature in Webmail

When you log in, go to your Inbox. You will see “Settings” on the left menu.



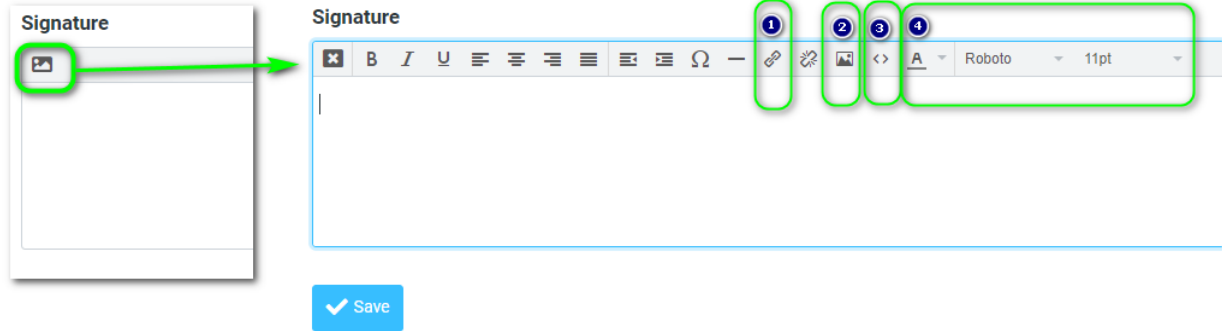
Click on Settings, then Identities, then your email address:



You can set your Display Name, which will be what people see when you email them.

Setting Up your Signature in Webmail

To set a custom signature, you will use the bottom box.



Click the “Image” button to show the options. You have basic options, such as Bold, Italic, and Underline, as well as options for where you want to align your text. You can also:

1. Add a link, such as your website, to your signature.
2. Add an image and control the size of the image.
3. Add HTML code. If you were able to get a signature in HTML, you can simply paste it here and save.
4. Adjust your colors, fonts, and sizes.

Make sure to hit the blue “Save” button. Now your signature will show up when you write emails in webmail!