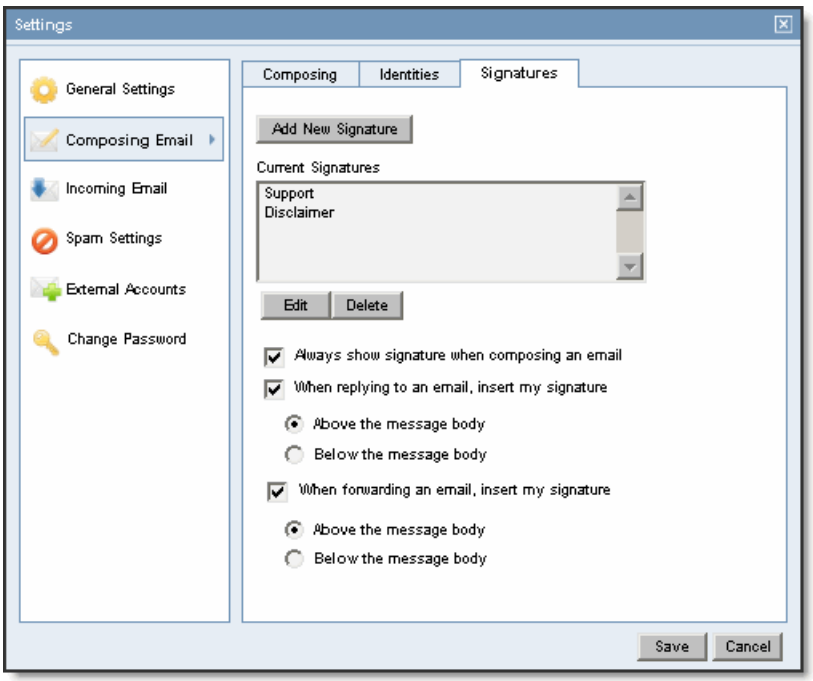
Add Signature

A signature appears at the bottom of email messages you send. It can include job title, company name, addresses, phone numbers, or any content you want to display. You can also upload images as part of the signature. To add a signature, do the following:

1. Click the **Settings** link, located in the upper right corner of the webmail window.
2. Click **Composing Email**, located in the left pane.
3. Click the **Signatures** tab.



4. Click the **Add New Signature** button.
5. In the **Signature Name** box, enter a descriptive name. This is for your own reference and will not be displayed in your signature.
6. In the **Edit Signature** area, enter the text for your signature, as desired. You can use Plain Text or HTML. If you use HTML, you can format your text (e.g., bold, italics, colored text) and insert images. **Note:** If you switch to Plain Text, you will lose any HTML formatting you have applied.
7. Click the **OK** button.

   Note: To use a signature as a default, it must be selected as part of an identity.
8. Select additional options, as desired:

   - To automatically insert the signature when composing a new email, select the **Always show signature when composing an email** check box.
   - To automatically insert the signature when you are replying to an email, select the **When replying to an email, insert my signature** check box. Also, specify whether the signature should appear above or below the body of the message.
   - To automatically insert the signature when you are forwarding an email, select the **When forwarding an email, insert my signature** check box. Also, specify whether the signature should appear above or below the body of the message.
9. Click the **Save** button.

Note: When you are composing a message, you can select a signature from the **Signature** drop-down menu, which appears at the bottom of the **Compose Email** window.