Create an Email Signature

Click the *expand collapse arrow* next to your name ①

Select "**Settings**" ②
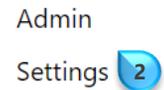
Click "**My Information**" ③
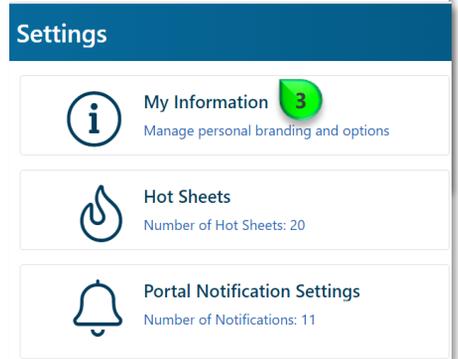
Click "**Email Signature**" ④
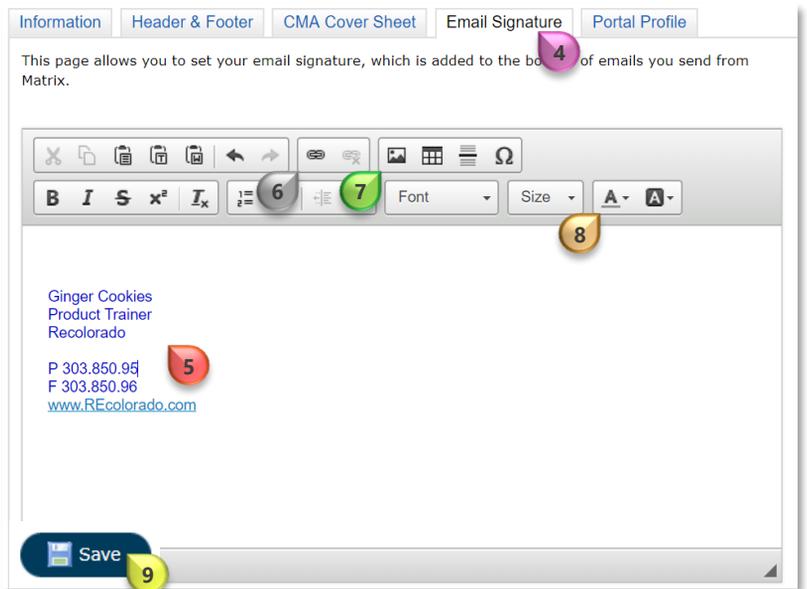
Type or paste an *email signature* in the *text box* ⑤

Note: Hover over icons on the *tool bar* to learn what they do

Use the [🔗] ⑥ icon to create an active link

Use the [🖼] ⑦ icon to upload an image

Use the [A▾] ⑧ icon to change font color

When finished click "**Save**" ⑨