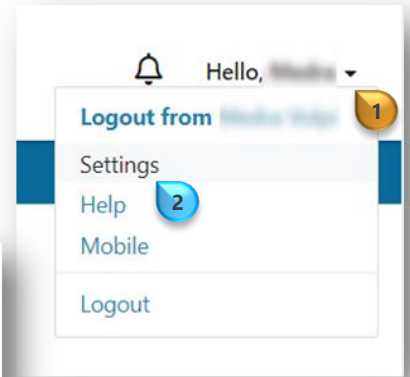
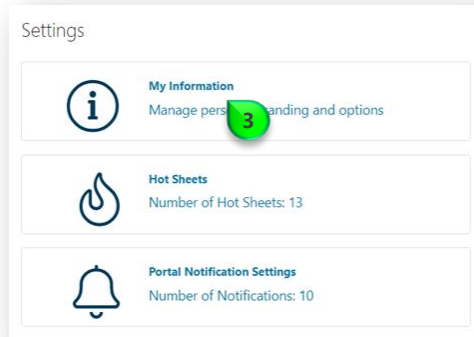


Click the *drop down* arrow next to your name **1**

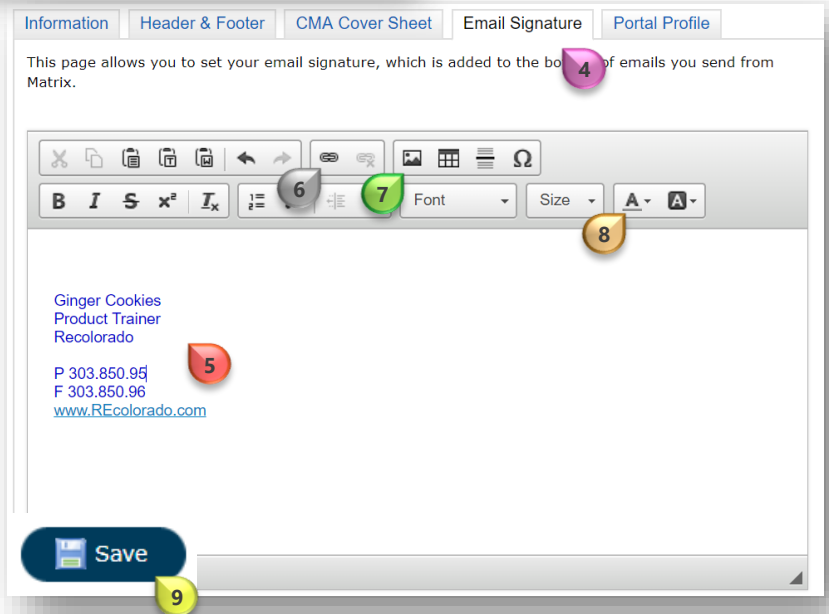
Select **"Settings"** **2**

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  **8** icon to change font color

When finished click **"Save"** **9**