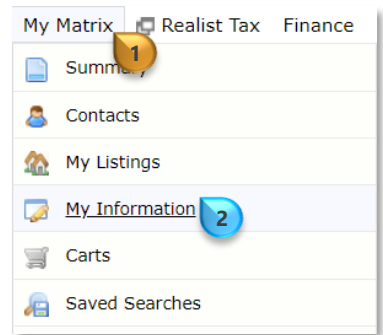



Create an Email Signature

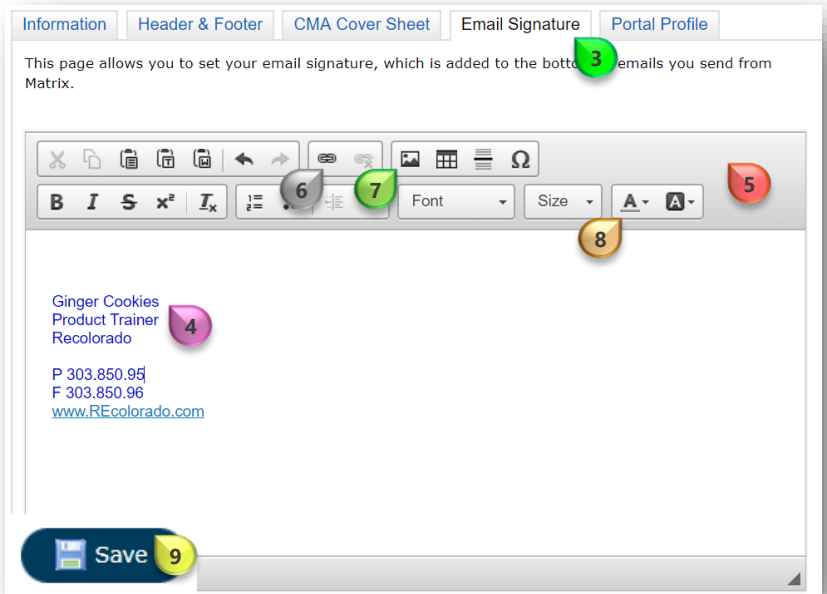
Hover over **My Matrix** 

Select **"My Information"** 



Click **"Email Signature"** 

Type or paste an *email signature* in the *text box* 



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

Use the  icon to create an active link

Use the  icon to upload an image

Use the  icon to change font color

When finished click **"Save"** 