


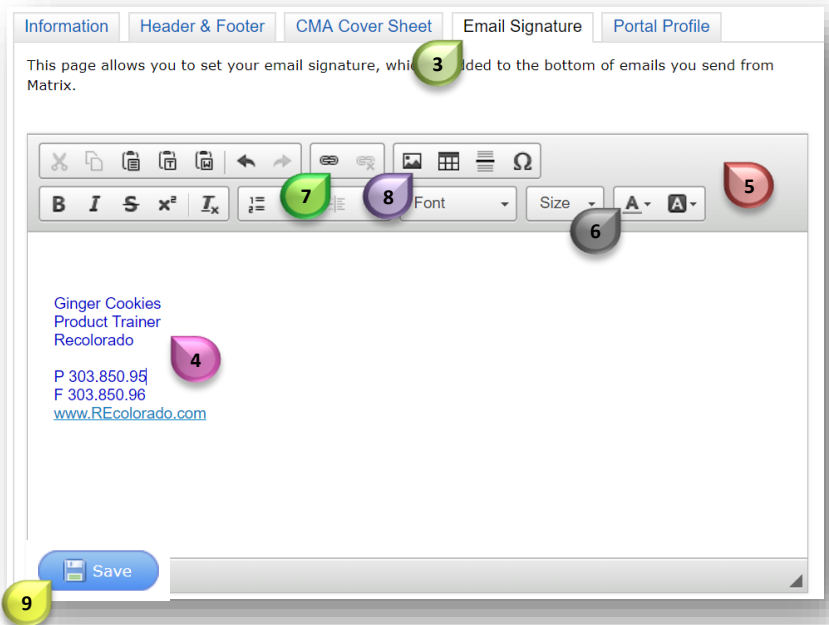
# Create an Email Signature

Hover over the “**My Matrix**”  tab and select “**My Information**” 



Click “**Email Signature**” 

Type or paste your email signature in the text box 



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

 Use the  icon to change font color

 Use the  icon to create an active link

 Use the  icon to upload an image

When finished click “**Save**” 