

Creating a Signature in Webmail

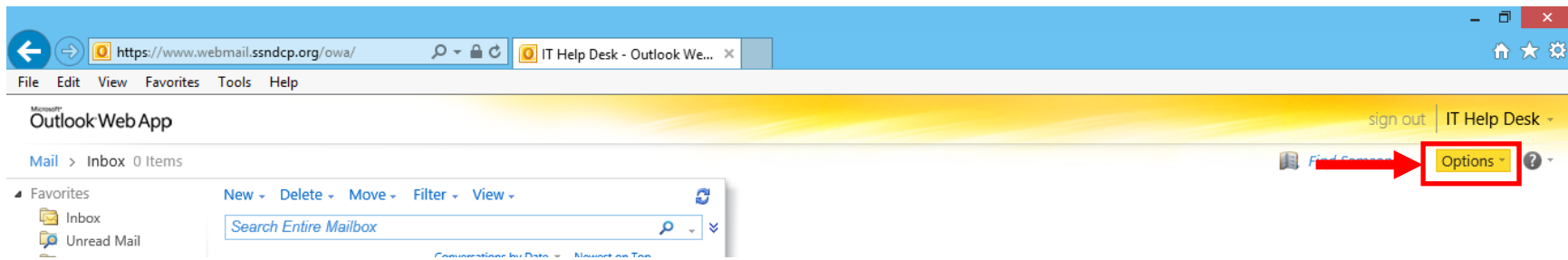


[Abstract](#)

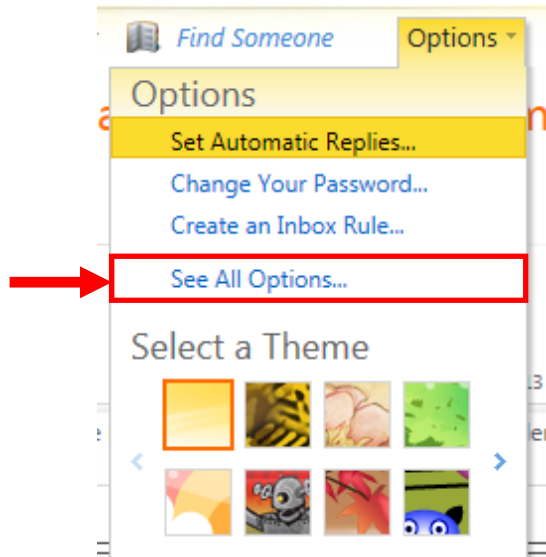
You can create a personalized signature to include at the end of every message you send. A signature is usually a small piece of text that identifies you to everyone reading your message and tells something you want everyone to know, such as your phone number and/or ministry. Your signature can be set so it is automatically added to any email messages you send.

Provided by SSND IT Department

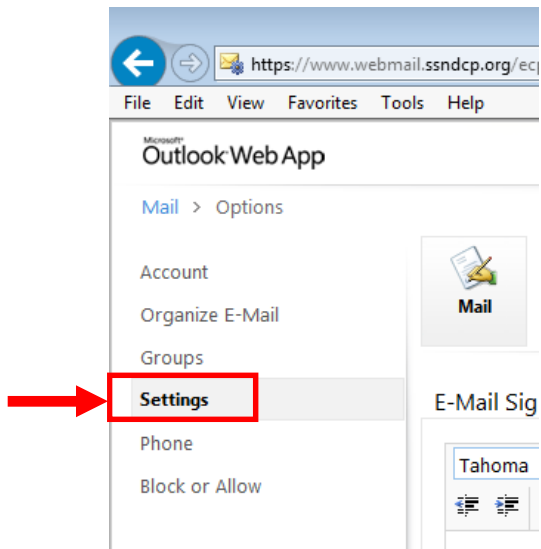
1. After logging into webmail, click **Options** located on the top right hand side.



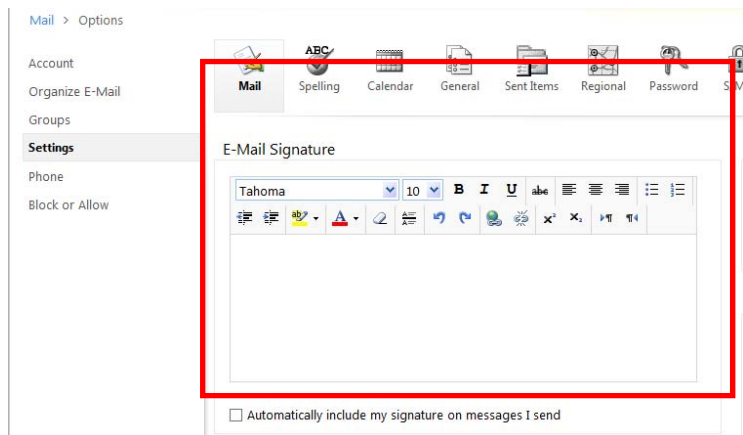
2. Click on **See All Options...** from the menu that appears.



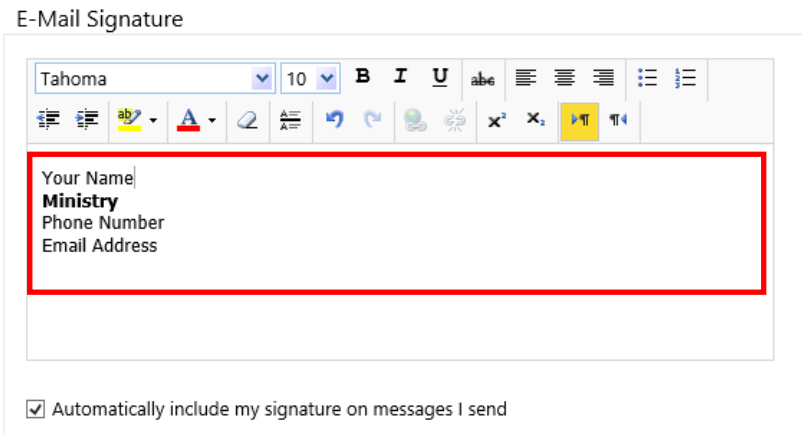
3. Click the **Settings** option from the left hand menu.



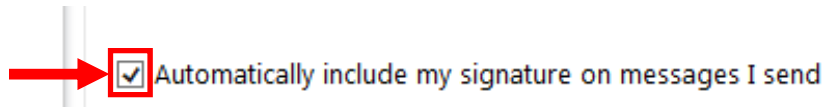
4. The Mail page appears with an **E-Mail Signature** text box where you can create a personalized signature and specify to automatically include it on all your messages.



5. Click inside the text box and begin composing your signature, using the toolbar to complete any formatting desired. Some of the most common elements to include are included in the screenshot.



6. Click the checkbox to automatically include your signature in all messages you send.



7. Click the **Save** option in the lower right corner to save your signature settings.

Your Name
Ministry
Phone Number
Email Address

Automatically include my signature on messages I send

Message Format

Always show Bcc
 Always show From

Compose messages in this format: HTML

Choose message font:
Tahoma 10 B I U

Sample Text

Message Options

After moving or deleting an item: open the next item

Play a sound when new items arrive
 Display a notification when new e-mail items arrive
 Display a notification when new voice mail items arrive
 Display a notification when new fax items arrive
 Empty the Deleted Items folder when I sign out

Always send a response
Never send a response

Reading Pane

Choose when items should be marked as Read.

Mark the item displayed in the Reading Pane as Read
Wait 5 seconds before marking the item as Read

Mark the item as Read when the selection changes
 Don't automatically mark items as Read

Conversations

Sort messages in the conversation Reading Pane in this order:

Newest message on top
 Newest message on bottom

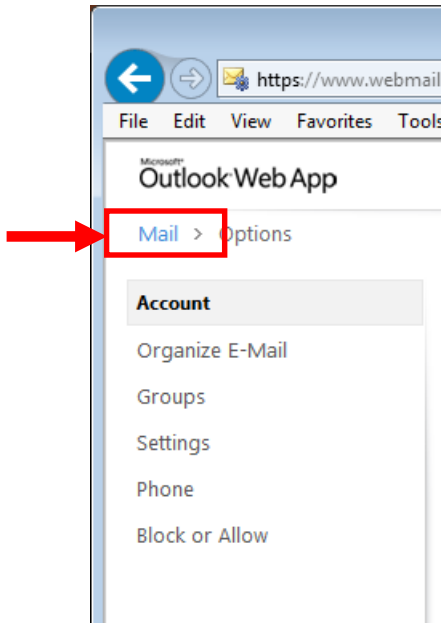
Choose how to sort the messages in List View in an expanded conversation.

Match the sort order of the Reading Pane
 Show the conversation tree

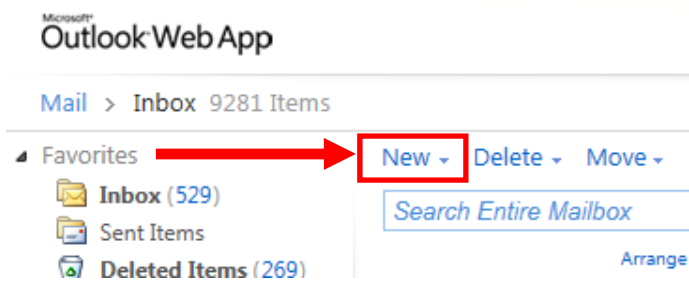
Hide deleted items

Save

8. Once the signature information is saved, click the **Mail** option on the top left to return to your Inbox.



9. Click **New** to create an e-mail message and verify your signature will appear.



10. In the new message window, the signature you created will automatically appear. You can place your cursor above the signature to begin typing a message.

