Add Your Signature

It is good professional practice to include a “signature” at the end of your outgoing messages. Your signature can include useful information identifying WHO you are, WHERE you are from and HOW you can be contacted.

Although you can insert a graphic or attachment it is not recommended because it will significantly increase the size of the email.

Note: We recommend that you include the Confidentiality Note as part of your signature. To do this BEFORE creating your signature, click the Actions menu and choose Add Confidentiality Note. Now when you follow the instructions below to go to your Signature preferences you will see the Confidentiality Note in the Signature field.

Click the More action
Select Preferences

Click the Signature tab
Select Automatically append a signature to the bottom of my outgoing mail messages
Select Rich Text as the type of signature you would like to use
Place your cursor before the Confidentiality Note in the Rich Text signature box and type your name, title, department and other contact information in the Signature field
Select the text and click the T control to format the color, size, etc.
Or, select Paste to paste a signature that you copied from a rich text field

Click OK