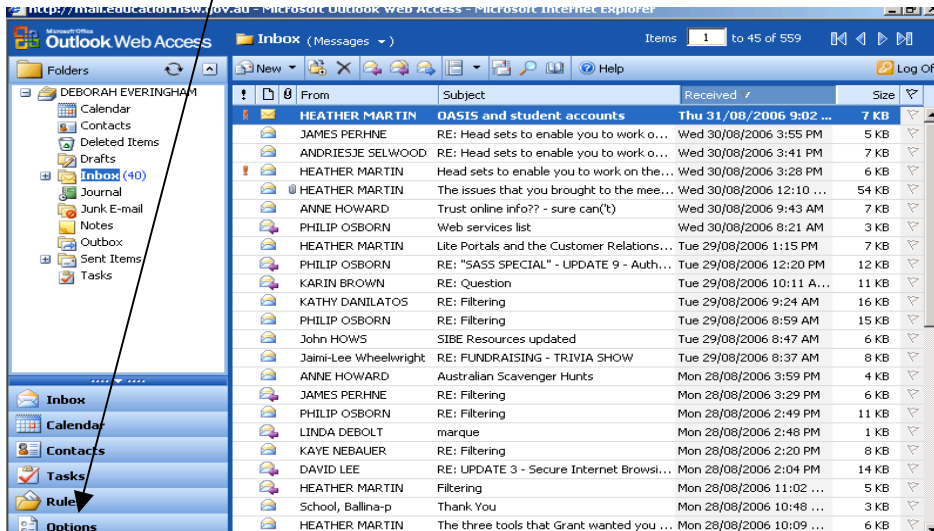
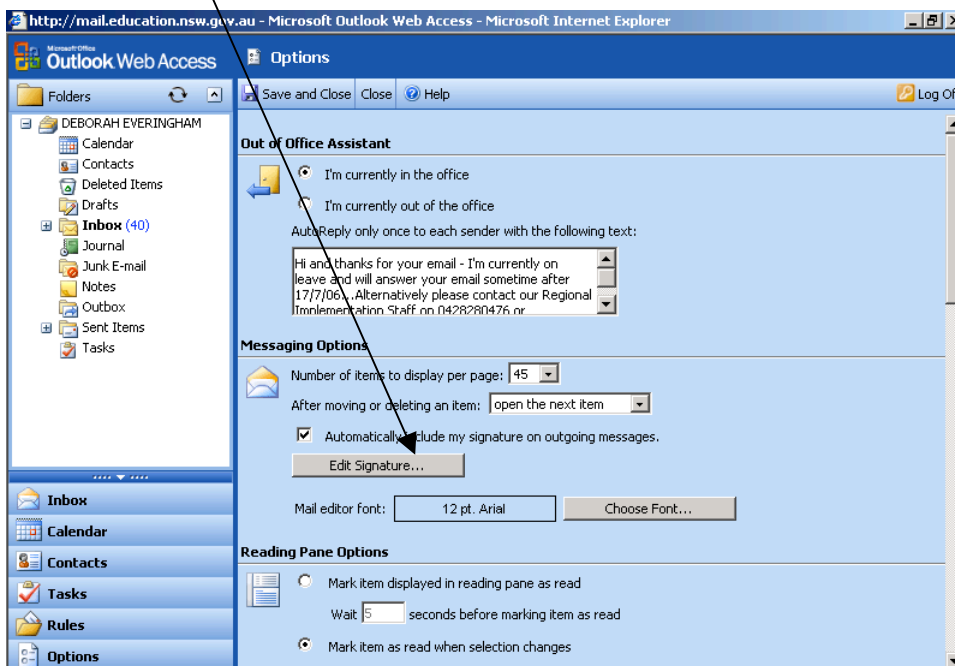


## Creating an Auto-Signature

1. Open Webmail
2. Chose the "Options" link

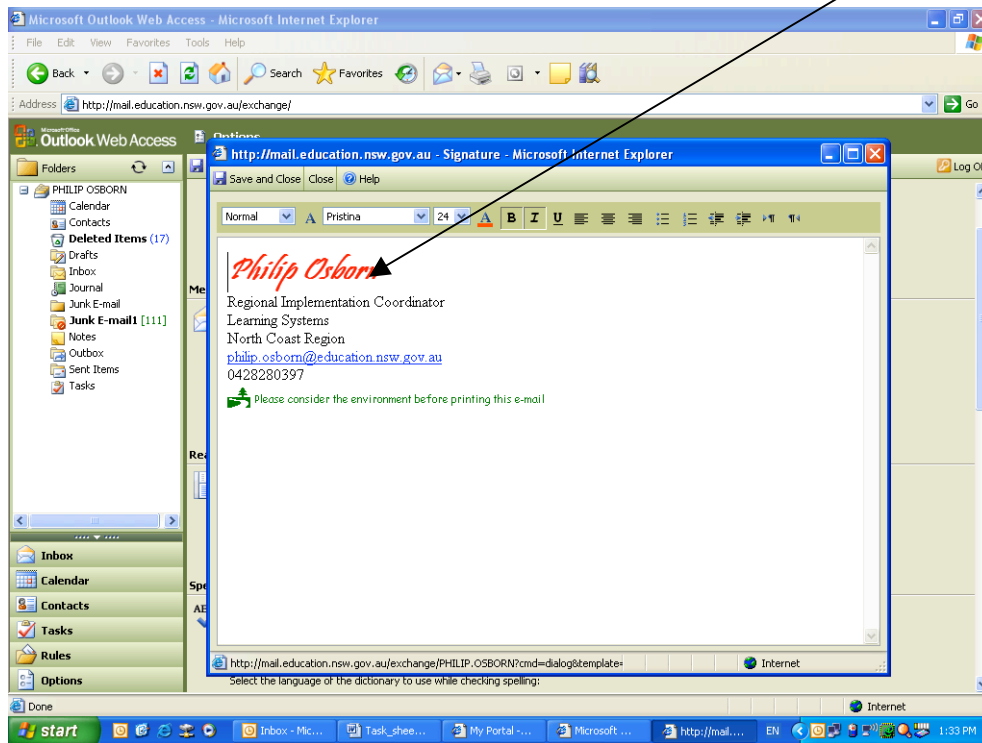


1. Click Edit Signature.

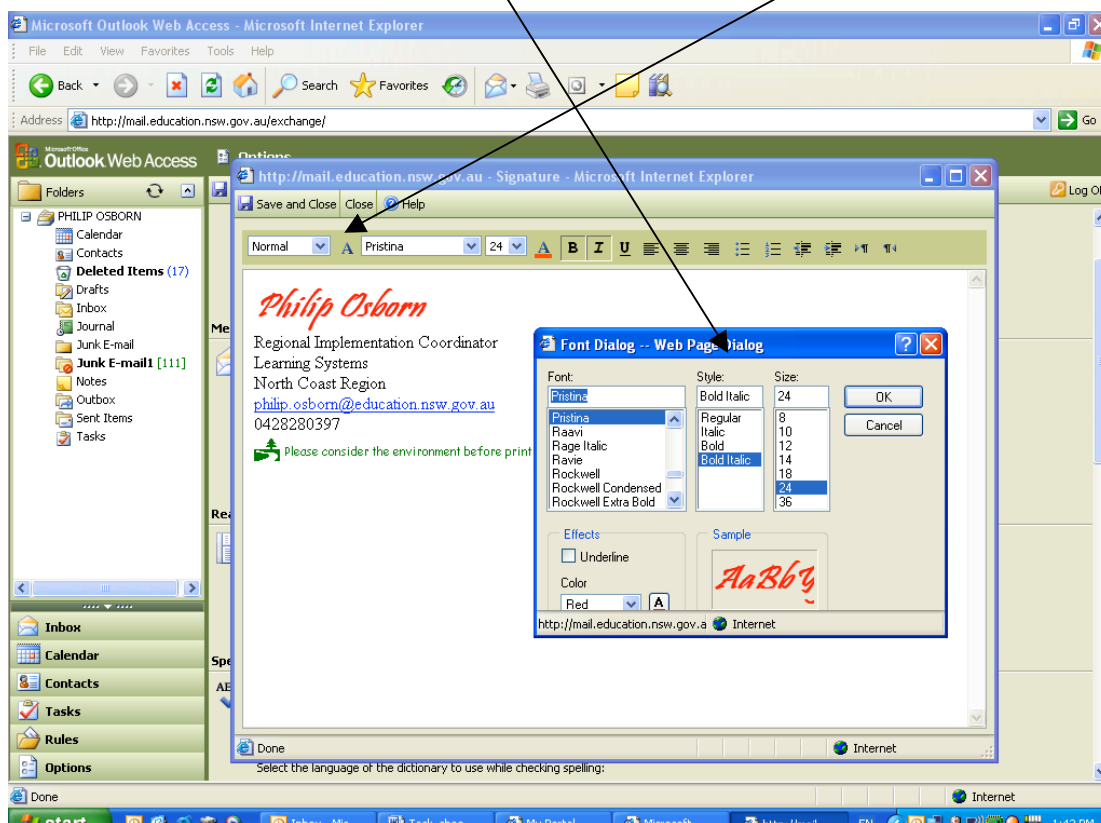


CREATE AUTO-SIGNATURE

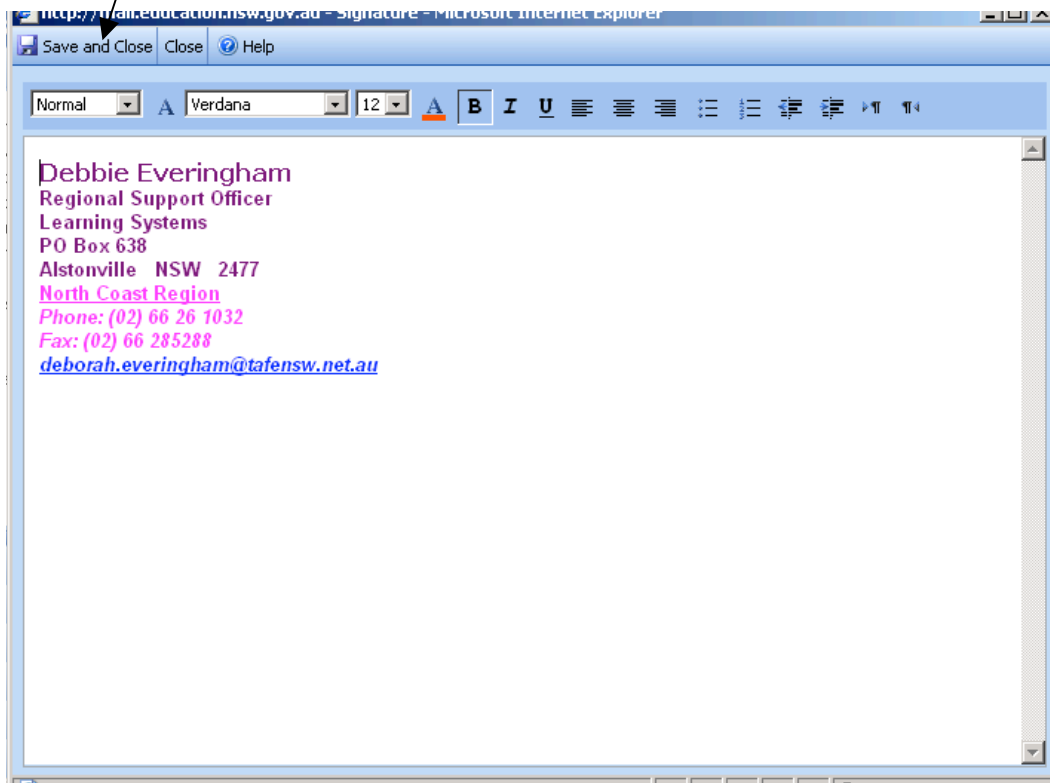
2. In the edit box that appears type the details you want as your signature. This is done in plain text.



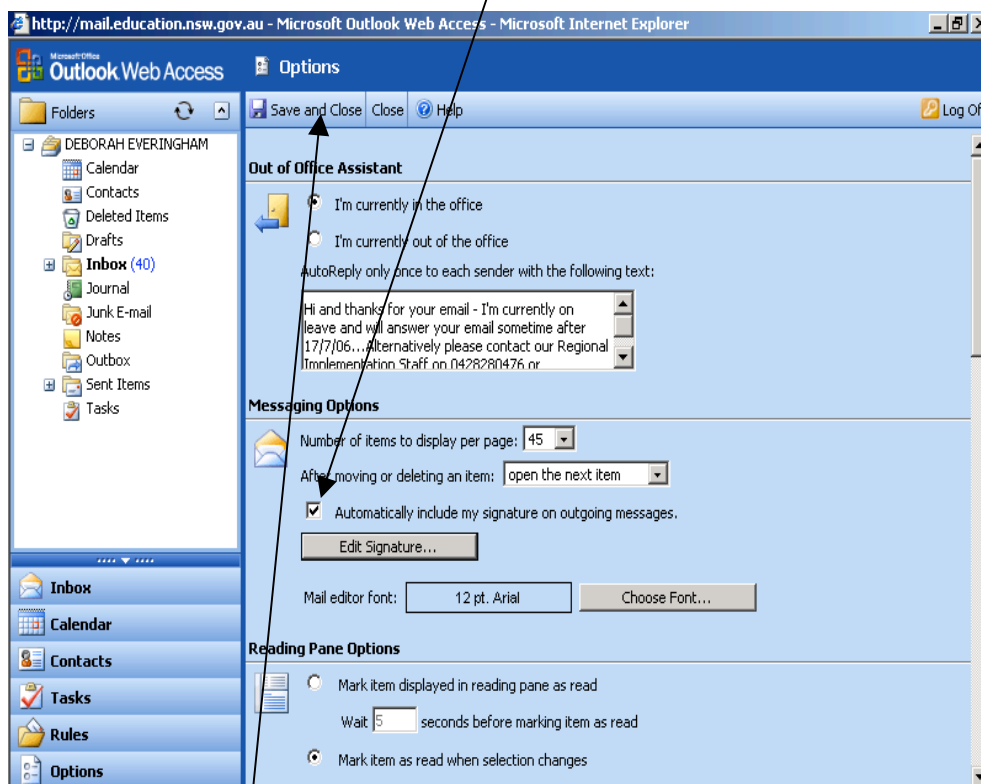
3. Select the text you want to change and then click on the Blue A to get the selection options from the dialog box.



4. When happy with the result click **Save and Close**



Now tick the box that asks to “*Automatically include my signature on outgoing messages*”



Then Choose **Save and Close** again – you’re done! You can go back and change your signature at any time, don’t forget to save and close both windows. This same process can be used for Corporate and school web mail accounts.

Create Auto-Signature