

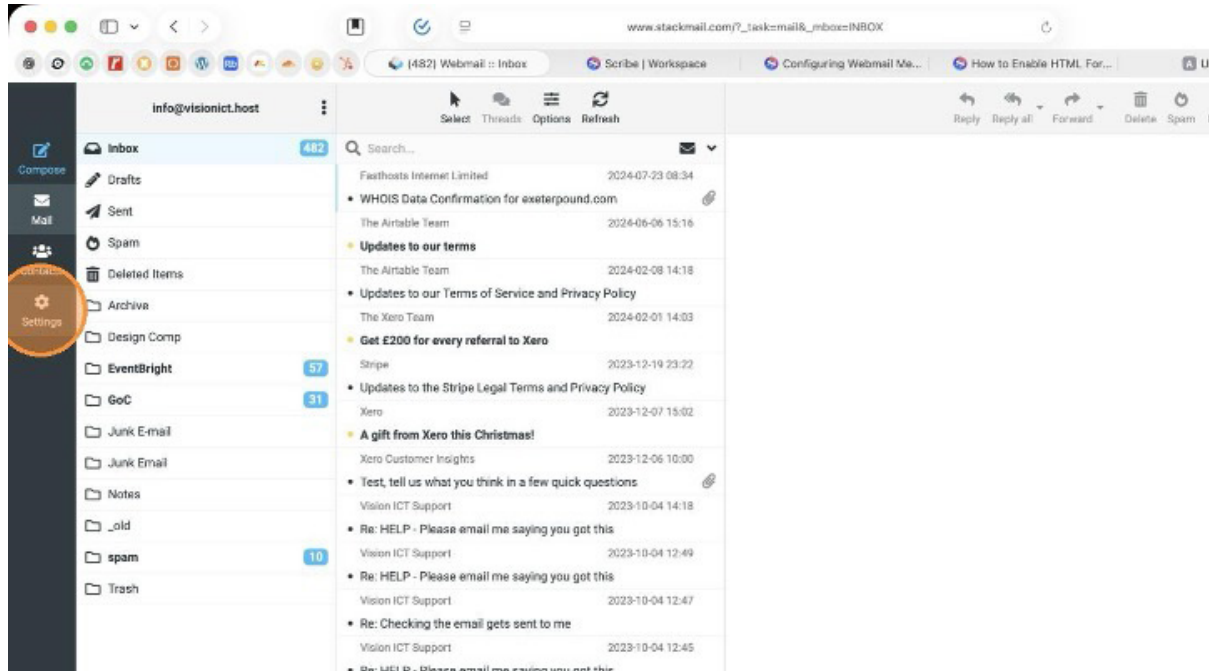
Adding a Signature to your Emails

This guide will show you how to add a signature to your emails in webmail.

A signature is automatically added to the bottom of your emails and can include your name, role, and contact details.

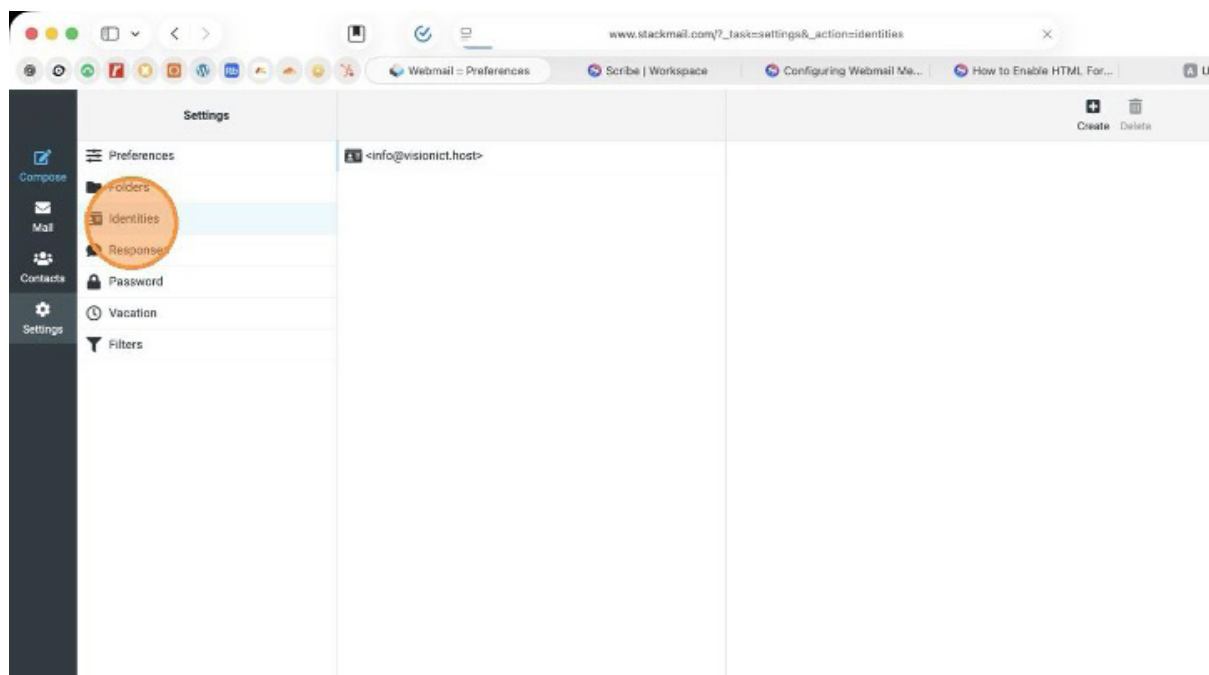
Step 1 - Open Settings

- Click on **Settings** (the cog icon) in webmail to access your account settings.



Step 2 - Go to Identities

- Select **Identities** from the menu. This is where your email address settings are managed.



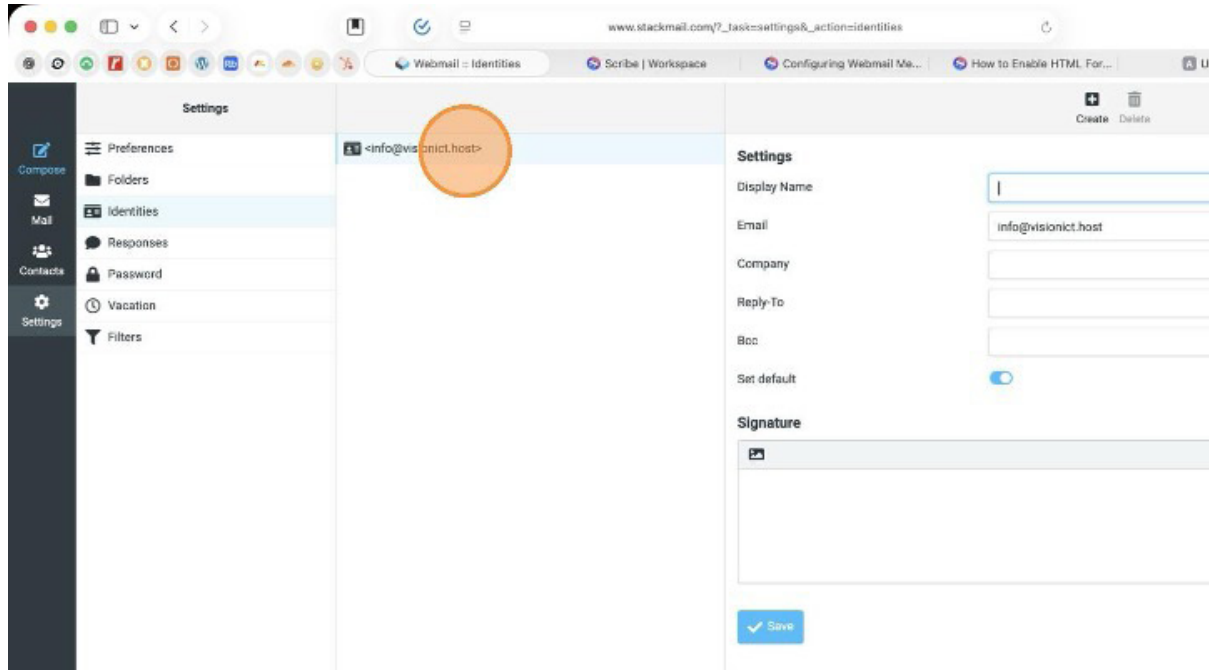
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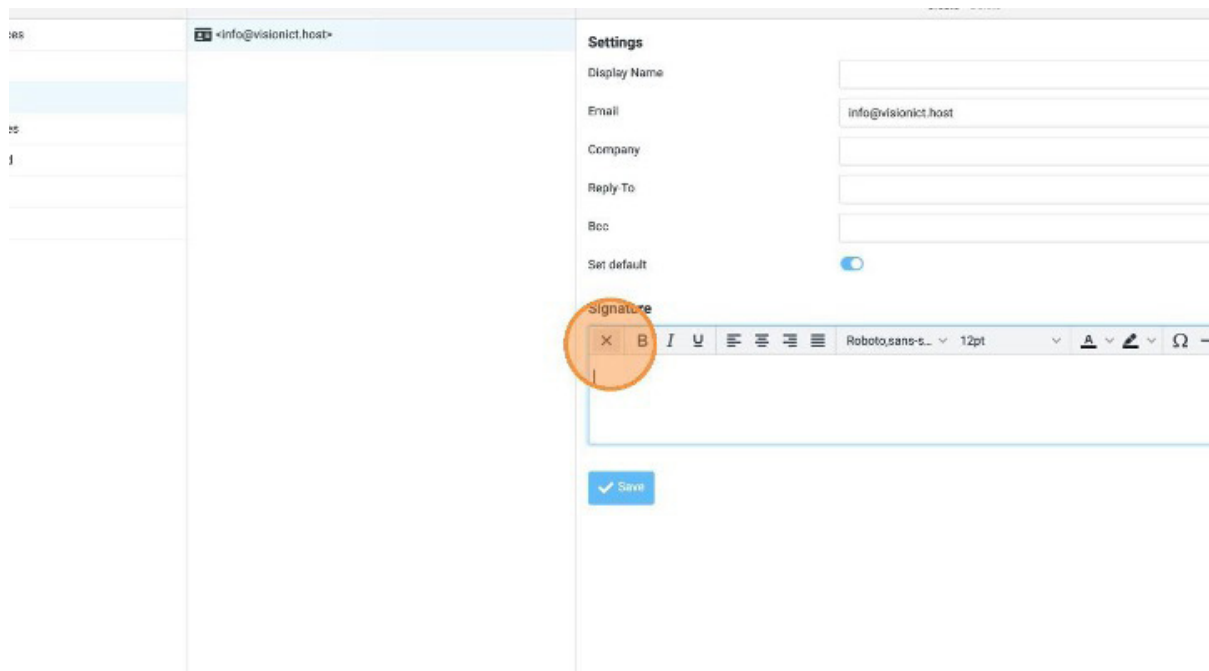
Step 3 - Select your Email Address

- Click on your **email address** to edit its settings. This is where you can add or update your signature.



Step 4 - Add your Signature

- Scroll to the **signature section**, click on the picture icon to enable formatting, and enter the text you would like to appear at the bottom of your emails. You can include your name, job title, council name, and contact details etc



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Step 5 - Save your Changes

— Click **Save** to apply your new signature.

