## Create Signature in Hosted Mail Webmail

• Login to your webmail and click the 2 icon on the top left (**Figure 1**):

## Figure 1



• Next, click on Mail --> IMAP Accounts --> and click the 🖍 icon (Figure 2):

## Figure 2

<b>.</b>	WEDNESDAY	31					2		Ϋ́
Preferences	GENERAL LABELS	IMAP ACCOUNTS	FILTERS	VACATION	FORWARD				
🔅 General			1						
💼 Calendar									
Address Book								NEW MA	ALL ACCOUNT
Mail									

Enter your custom signature in the Signature section and then click the **OK** button at the bottom of the page (**Figure 3**):

## Figure 3

Account Name *			2	_			
SETTINGS	SECURITY						
Server Name *			Port 993				
Encryption	) None	SSL	O TLS				
User Name *							
Full Name *							
Email*		Reply To Emai	il				
Signature							
B I ⊜ Font - Size - A - ⊙ Source This is my e-mail signature							
When I receive a	request for a return receipt						
Never se	end a return receipt						
○ Allow ret	turn receipts for some i	messages	CANCEL OK	•			

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