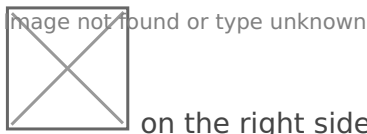


# Using signatures

An email signature is text that is automatically entered in the email when being composed. It is typically used for inserting the name, company, and contact address at the bottom of the email text. You can create signatures in the plain text or html format. The following functions are available:

- create new signature, edit existing signatures, set default signatures
- add a signature to the email text

## How to create or edit a signature:



1. Click the **Settings** icon on the right side of the menu bar. Click on **Settings**.

2. Click on **Mail** in the sidebar. Click on **Signatures**.

The existing signatures will be shown in the display area.

3. To add a new signature, proceed as follows:

1. In the display area, click on **Add new signature**. The **Add signature** window opens.

2. Enter a name for the signature. Enter the text for the signature.

Define whether the signature is to be entered below or above the email text.

Click on **Save**.

4. To edit an existing signature, you have the following options:

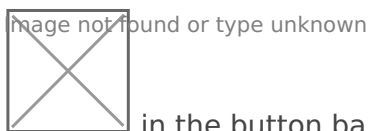
- In order to edit a signature's text, click on **Edit** next to the signature.



- In order to delete a signature, click the **Delete** icon next to the signature.

In **Default signature for new messages** and in **Default signature for replies or forwardings**, you can define the signatures to be used as default.

## How to add a signature to the email text in the email editing window:



1. Click the **Options** icon in the button bar.

2. Select a signature from the list.