

Creating an Email Signature - Student

To create an email signature in Webmail, click the Options Gear in the top right corner next to your profile name and picture. From here:

1. Under 'Your app settings' click 'Mail'.
2. In the left hand pane which has just opened, click 'Mail', and then under the 'Layout' tab you will see 'Email Signature'.
3. Type your desired signature into the text box and click 'Save' at the top of the screen.
4. Once this has saved, click 'Options' to return to your mailbox.

