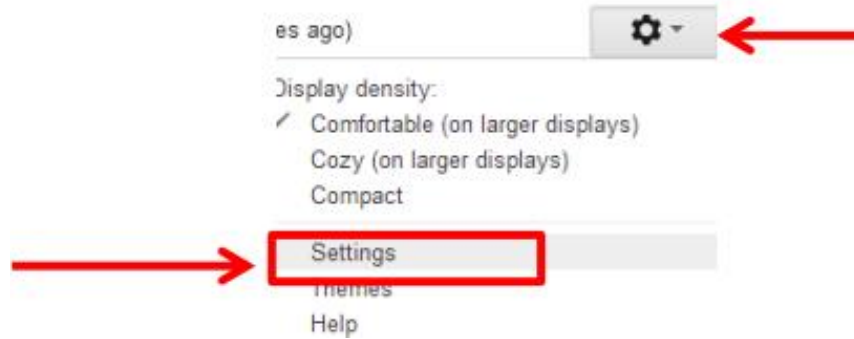
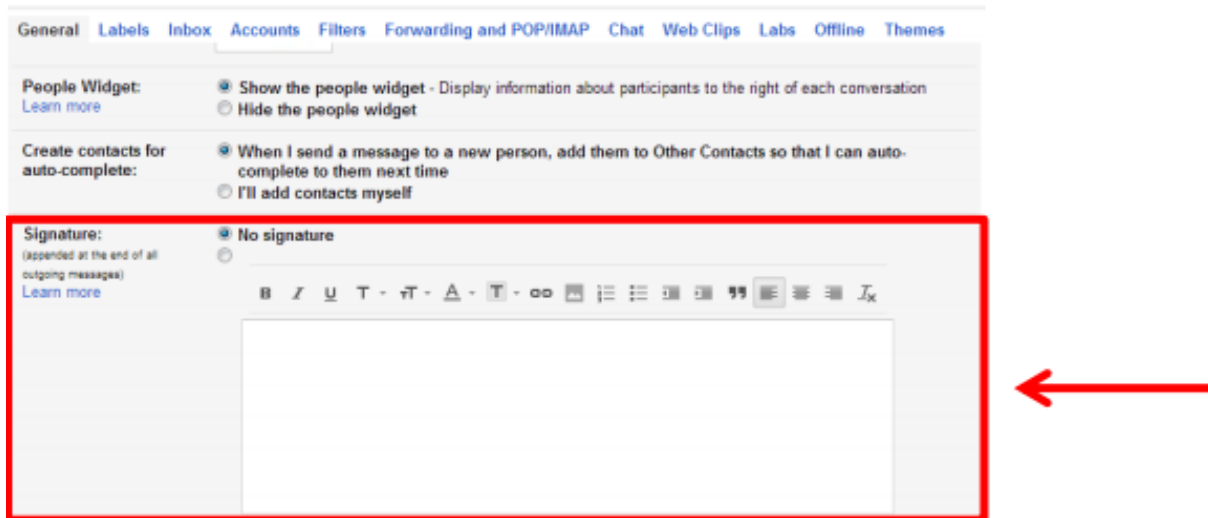


## Create and Add a Signature for Sent Email:

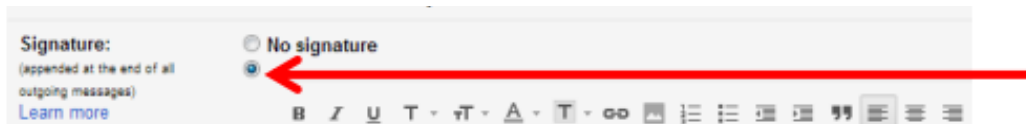
1. At the top right, go to the gear icon and then click on SETTINGS.



2. Under the GENERAL Tab, scroll to the bottom and locate the Signature text box.



3. Click on the radio button under NO SIGNATURE to enable the signature textbox.



4. Enter the desired signature in the provided textbox. Once you are done, scroll to the bottom of the page and click SAVE CHANGES.

The screenshot shows the settings page for an email client. The 'Signature' section is highlighted with a red box and a red arrow pointing to it. The signature text is 'Jane Doe', 'Institutional Department', and '304-000-0000'. Below the signature section are sections for 'Personal level indicators', 'Snippets', 'Vacation responder', and 'Outgoing message encoding'. The 'Save Changes' button at the bottom is also highlighted with a red box and a red arrow pointing to it.

**Signature:**  
(appended at the end of all outgoing messages)  
[Learn more](#)

No signature

**Jane Doe  
Institutional Department  
304-000-0000**

**Personal level indicators:**  
 No indicators  
 Show indicators - Display an arrow ( > ) by messages sent to my address (not a double arrow ( >> ) by messages sent only to me.

**Snippets:**  
 Show snippets - Show snippets of the message (like Google web search!).  
 No snippets - Show subject only.

**Vacation responder:**  
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)  
[Learn more](#)

Vacation responder off  
 Vacation responder on

First day:   Ends:

Subject:

Message:

Only send a response to people in my Contacts  
 Only send a response to people in West Virginia University - P

**Outgoing message encoding:**  
[Learn more](#)

Use default text encoding for outgoing messages  
 Use Unicode (UTF-8) encoding for outgoing messages

**Save Changes** Cancel