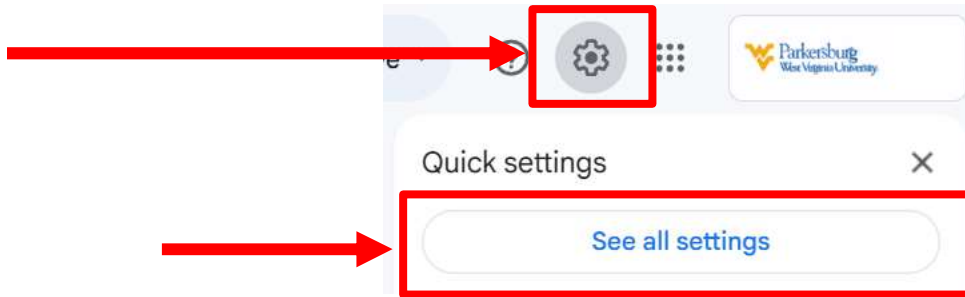


Create and Add a Signature for Sent Email:

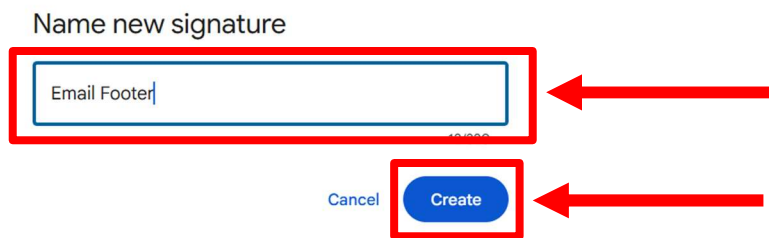
1. At the top right, go to the gear icon and then click on **See all settings**.



2. Under the GENERAL Tab, scroll to the bottom and locate the Signature. Click **Create new**.



3. Give the signature type a name (in this example, it will be called Email Footer) and click **Create**.



4. In the provided textbox, enter the signature you would like your emails to have and make sure to click **Save Changes** at the bottom of the screen to save the email signature.

