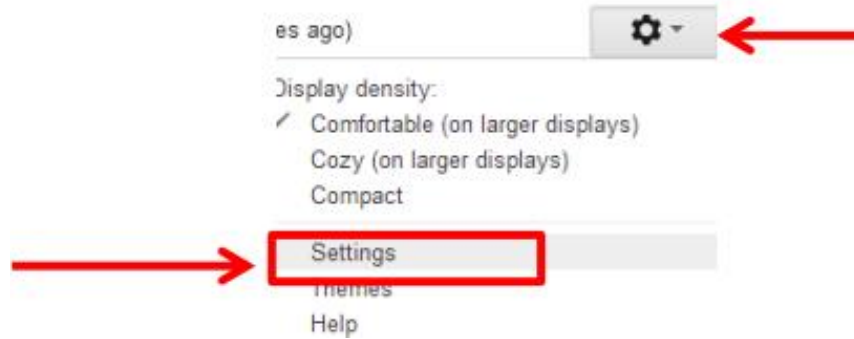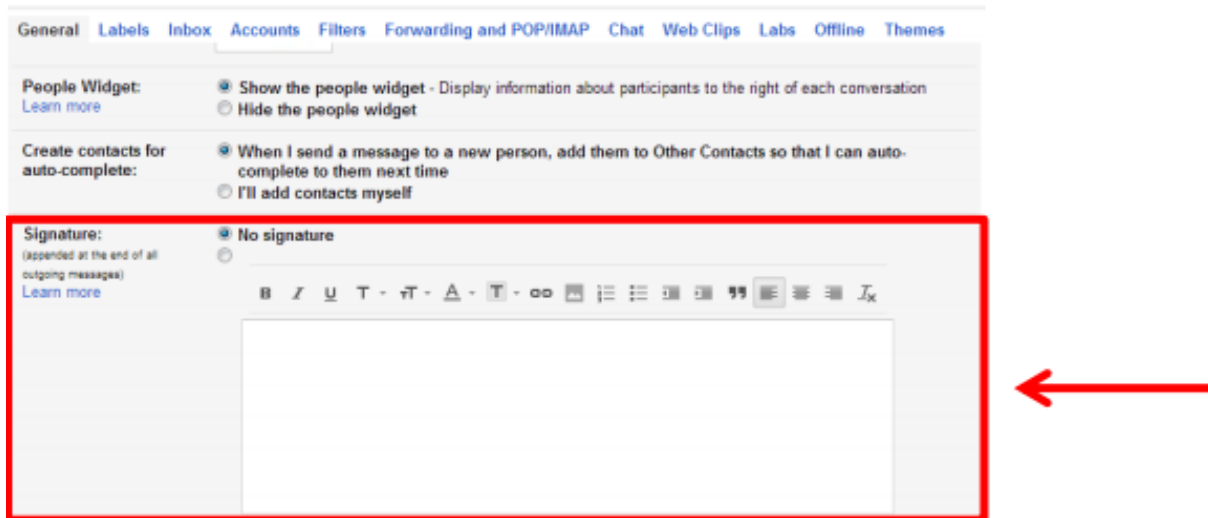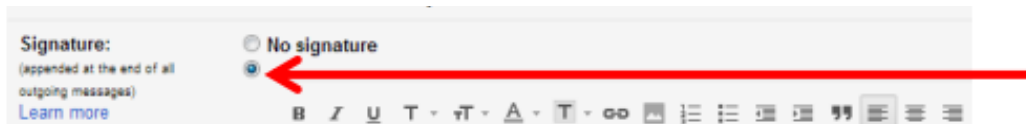## Create and Add a Signature for Sent Email:

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.