

Smarter Mail Signatures

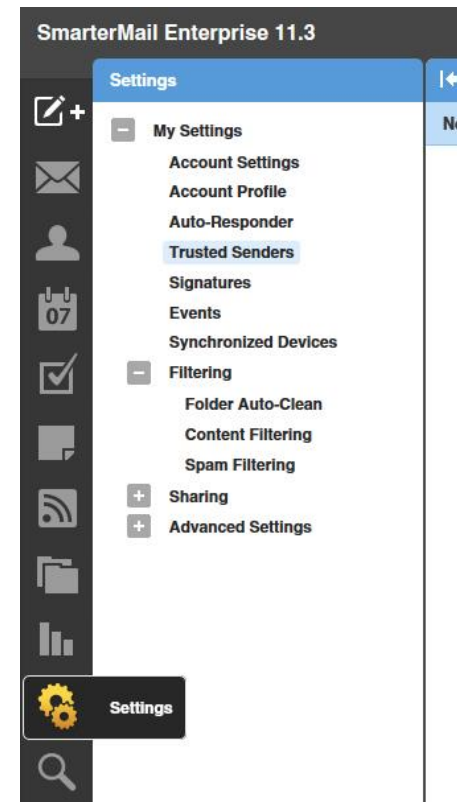
Create a Signature for Your Email



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Creating a Signature

- ▶ Click on Settings (gear icon)
- ▶ Click Signatures (in the list)







Creating a Signature

- ▶ You will get a pop-up box.
- ▶ In the **Name** field, give your signature a name.
- ▶ You can create as many signatures as you want.
- ▶ When done, Click **Save**

Signatures

Name

ABC **B** *I* U Tahoma 10pt 

   Variables

Regards,

Jon Doe
ABC Clinic
jon@demo.com
555-555-5555

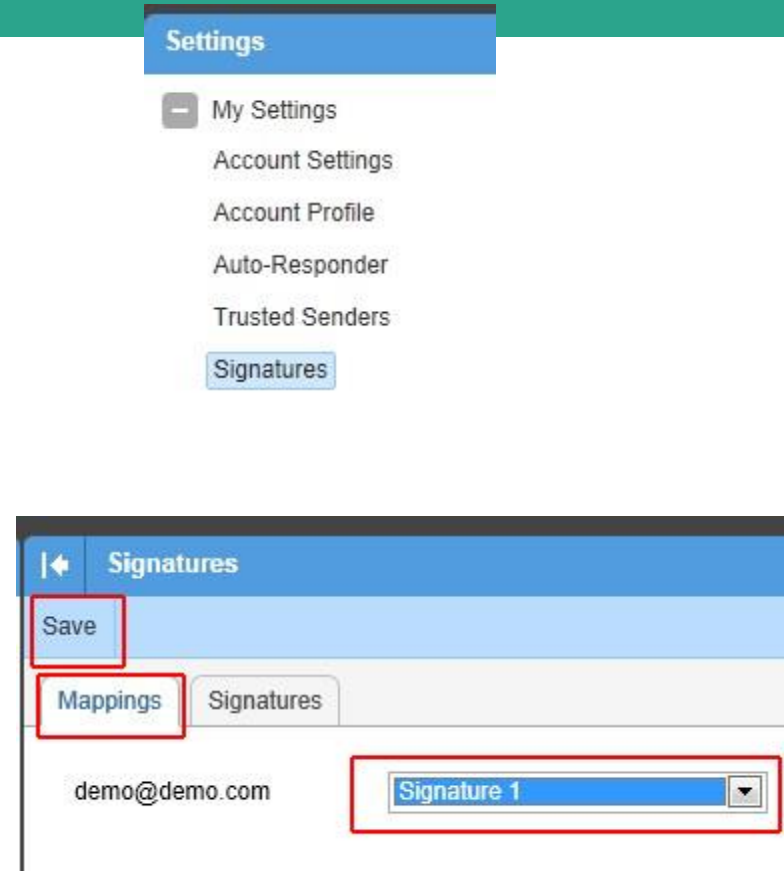
Disclaimer:

Creating a Signature

- ▶ You will now see a list of signatures you have created.
- ▶ You can assign a default signature for your account. You will have the option to change it on any email.

Setting Default Signature

- ▶ In the list, click Signatures again to refresh you list
- ▶ In the right pane, click on the Mappings tab.
- ▶ Select your default signature from the drop down menu.
- ▶ Click Save



Using Your Signatures

- ▶ Creating a new message
- ▶ The message will automatically be populated with your **default signature**.
- ▶ If you want to change to a different signature, select it from the drop down menu in the From field.



The image shows a screenshot of an email composition interface. The 'From' field is set to 'demo@demo.com'. To the right of the 'From' field is a dropdown menu for signatures. The dropdown menu is open, showing three options: 'Default Signature' (highlighted in blue), 'Signature 1', and 'Signature 2'. The dropdown menu is enclosed in a red rectangular box. The 'To' and 'Cc' fields are also visible but empty.