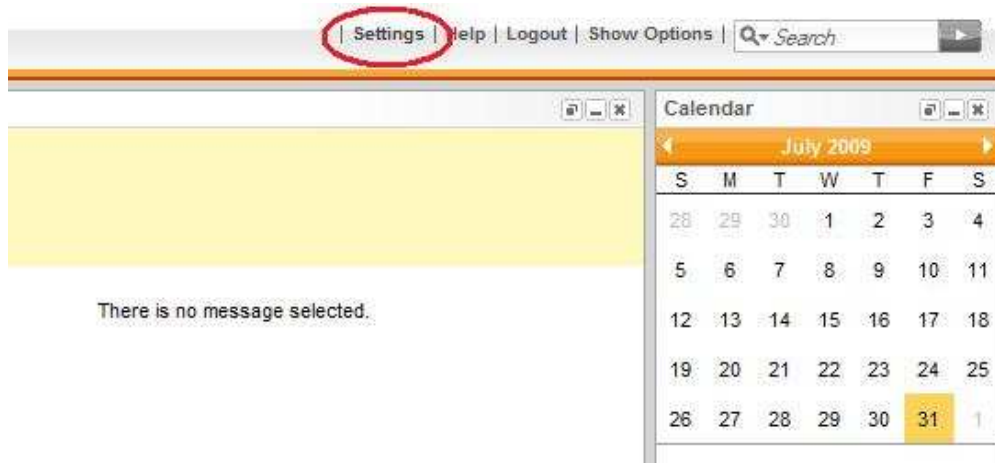

SIGNATURE SETTINGS: ENTERGROUP WEBMAIL CLIENT

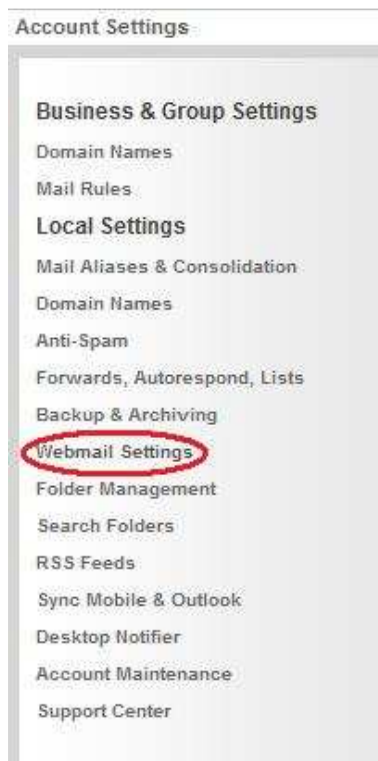
In this tutorial you will learn how to create and update your signature on your EnterGroup webmail account. You will learn how to setup/delete/edit a signature.

Change Your Signature

To change your signature, you would log into your account. Then you would go to Settings in the upper left hand corner.



Then you would click on Web Settings on the left hand side of the Settings screen.



Then you would click on Identities which appears in the middle area of the Settings window.

The screenshot shows a navigation bar with the following items: Home, Web Display Settings, Language Settings, and Identities. Below the navigation bar, there are several menu items with descriptions:

- [Web Display Settings](#)
This allows you to configure the look and feel of your webmail interface
- [Language Settings](#)
Choose your default language for your webmail account.
- [Identities](#) (circled in red)
Identities are certain names, email addresses, and signatures that you may want to select which account that the person sees when they reply to your email.
- [Footer/Disclaimer](#)
Create a footer/disclaimer that will be attached to all outgoing emails of this account.
- [Contact Fields](#)
Edit which fields you want to have displayed in your contacts area.

After you click on Identities you will be able to choose which Identity you want to edit. Click on the radio button next to the Identity you wish to change, then click on the Edit button.

The screenshot shows the 'Identities' settings page. The navigation bar includes: Home, Web Display Settings, Language Settings, Identities, Footer/Disclaimer, and Contact Fields. The main heading is 'Identities (?)'. Below the heading, there is a description: 'Identities are certain names, email addresses, and signatures that you would like to use when sending mail. You may want to select which account that the person sees when they reply to your email. You may select the identity to use when sending mail at the "compose message" screen such as when you are replying to an email.' There is an 'Add an Identity' button. Below that is a table with the following columns: Select, Email Address, and Your Name. The table contains one row with a radio button selected, the email address 'webmail3', and the name 'Webmail Version 3'. Below the table, there are 'Edit' and 'Delete' buttons. The 'Edit' button is circled in red.

Select	Email Address	Your Name
<input checked="" type="radio"/>	webmail3	Webmail Version 3


After you do this, you will be brought to a screen where you can put in your name, signature and also create a VCard.

Identities (2)

Edit Identity

Name:

Email:

Signature: 

Set as default:

Auto Append:

VCard

Title:

First Name: Middle Name: Last Name: Suffix:

Birthday:

Business

Address:

City: State: Postal Code:

Country:

Phone: Fax: Cell:

Website:

Send this VCard with every message sent from this identity.

And then you click on Save at the bottom and you're done!

If you want to have it automatically added to the end of all your messages, you would select the Auto Append option. If you want this to be your default Identity, then you would select the Set as default option.