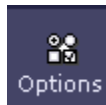
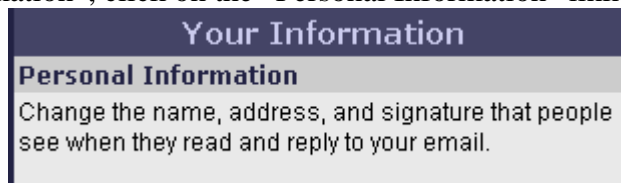


How to create signatures in Webmail

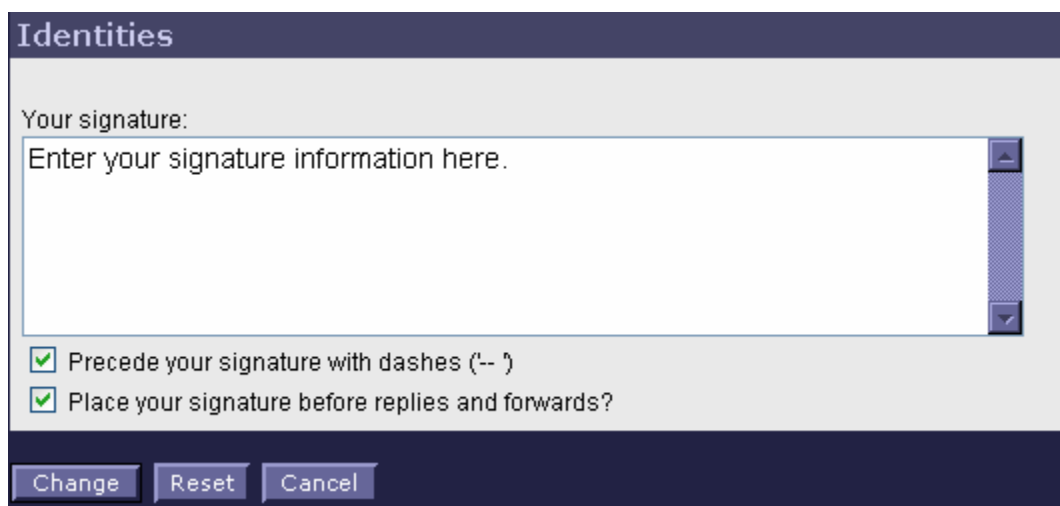
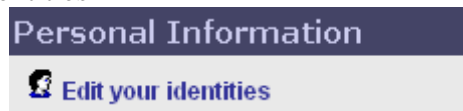
- Login to the portal at <http://my.ringling.edu>, then click on “Webmail”.
- Click on the “Options” button:



- Under “Your Information”, click on the “Personal Information” link:



- Click on the “Edit your identities” link

A screenshot of a webmail interface showing the "Identities" form. The form has a dark blue header with the text "Identities". Below this is a light gray box with a dark blue header that says "Your signature:". The text inside the box reads: "Enter your signature information here." Below this is a large text area with a vertical scrollbar. At the bottom of the form are two checkboxes: "Precede your signature with dashes ('-- ')" and "Place your signature before replies and forwards?". At the very bottom of the form are three buttons: "Change", "Reset", and "Cancel".

- In the “Your signature:” field, type in the signature as you want it to appear.
- Click on the “Change” button when you are done. You can now return to your Inbox.