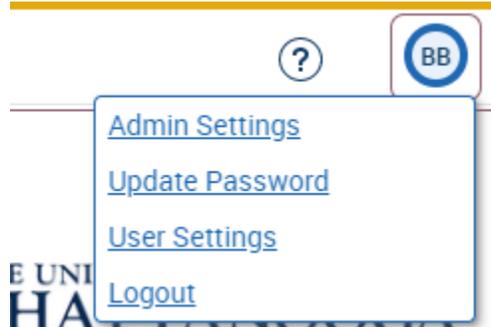


Email Signatures

Email signatures can be quickly added to any email messages following initial setup. Click on the user profile icon in the top right corner. Choose **User Settings** option.

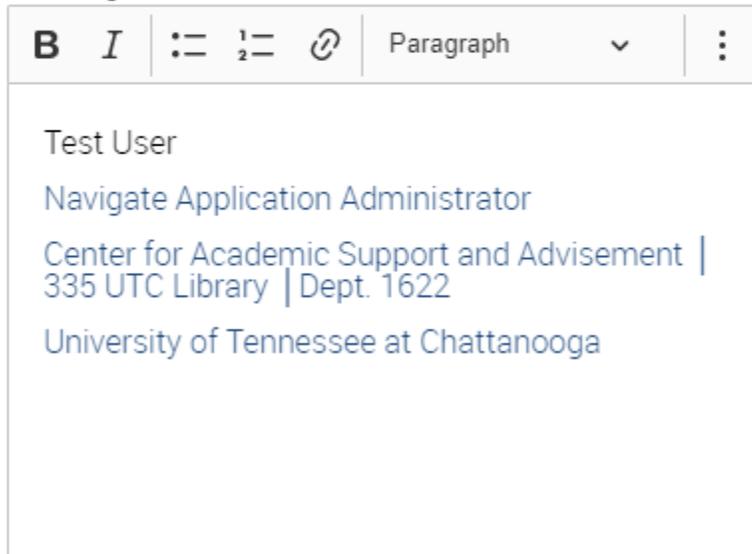


Add Email Signature and Save

These user preferences can be updated at any time and will persist after logout.

Personal Settings

Email Signature ?



Signatures can be manually added to any message by selecting the **Options menu(3 dots) > Merge Tags** and choosing **Email Signature**.

Message:

The image shows a screenshot of an email client's message composition window. At the top, there is a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, and link. The text format is set to 'Paragraph'. A 'Merge Tags' dropdown menu is open, displaying the following options: 'Recipient Name', 'Recipient First Name', 'Recipient Last Name', 'Personal Availability Link', and 'Email Signature'. The 'Email Signature' option is highlighted in yellow. Below the dropdown, a help link is visible: 'Help: Fields Available When Sending Emails'.