# Webmail - Signature: create, load and set one as default

When you want to end your emails with a custom greeting or add your company info and logo, you can add a default signature in your GroupOffice webmail.

## Step-by-step guide

After you log in to your Webmail:

### Create a signature

• Click on your profile image and select My Account from the menu:

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• From the left pane, click on the Email tab and scroll to the Templates section. Click on the Add button to create a new one.

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-	Profile	Use HTML markup				
1	Look & feel	Show from field by default				
0	Visible to Show CC field by default					
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Ō	Calendar	Sort on last contact mail time				
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			Save			

- Create your signature and copy-paste your logo. If you want to edit the <u>HTML source code</u> of the signature, you will find this option when you click the three dots.
- You can use the values from the right tab (Autodata) to personalize your message.
- Click on the Save button when you are finished.



#### Load a signature or set one as default

- In the webmail, from the Compose email window, click on the Templates icon (the last icon before the three dots).
- Select one of the signatures to load it in the message.
- Click on the Set current template as default for this email account option to make it the default one.

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From:	O None
To:	• Test
CC:	O Test
Subject:	Set current template as default for myself
B I U TT Tr <u>A</u> · <u>A</u> ≣ ≣ ≣ G ⊯ ⊞	Set current template as default for this email accou

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