

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

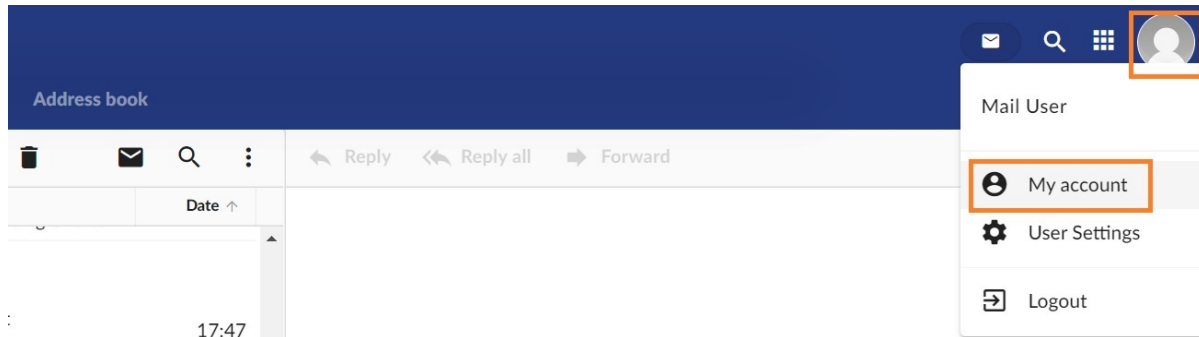
When you want to end your emails with a custom greeting or add your company info and logo, you can add a default signature in your GroupOffice webmail.

Step-by-step guide

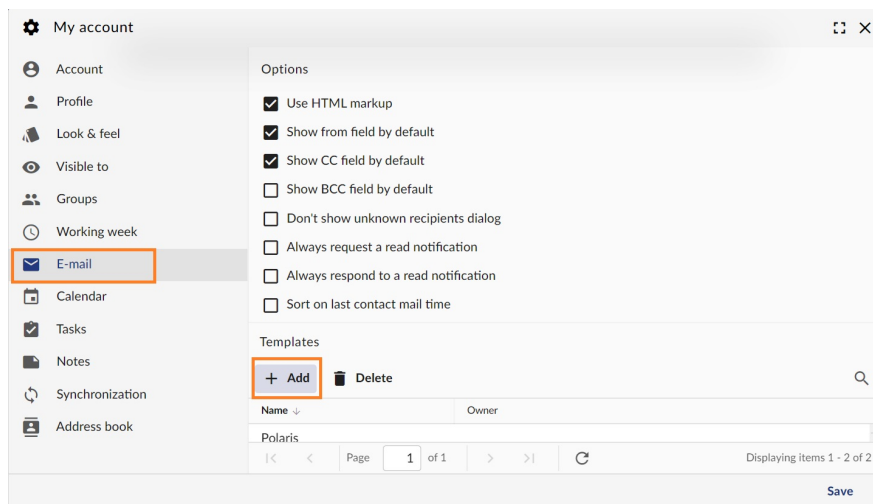
After you log in to your Webmail:

Create a signature

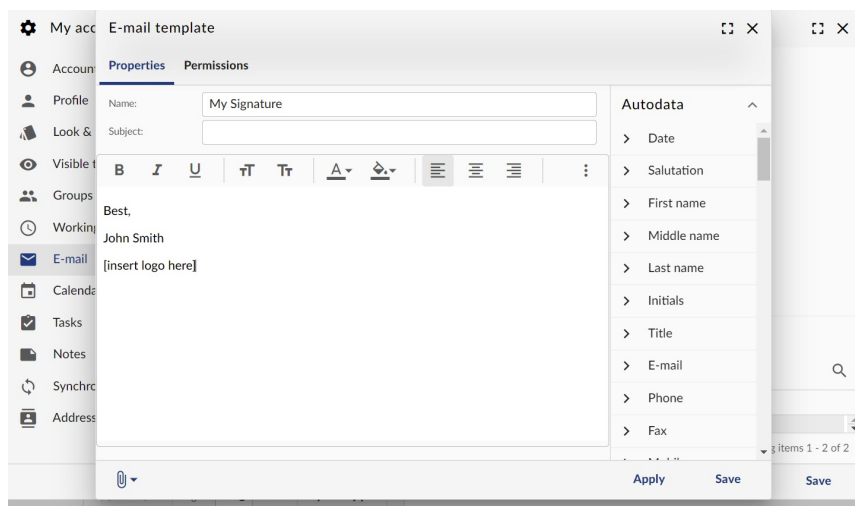
- Click on your profile image and select **My Account** from the menu:



- 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.

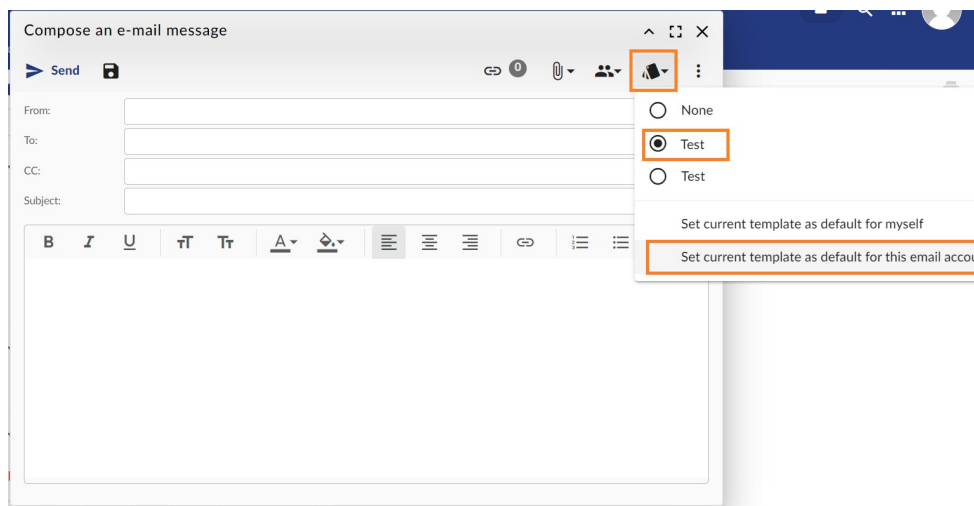


- Create your signature and copy-paste your logo. If you want to edit the [HTML source code](#) of the signature, you will find this option when you click the three dots.
- You can use the values from the right tab (**Autodata**) to personalize your message.
- Click on the **Save** button when you are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