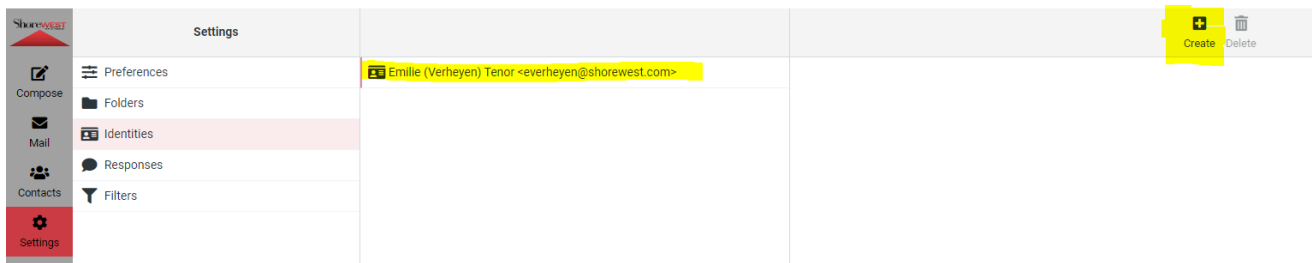


ADD EMAIL SIGNATURE TO EMAIL

Directions:

1. Login into your email (webmailpro.shorewest.com)
2. Click Settings (Left side)
3. Click Identities
4. Click your name or if there are none, click create button with + sign.



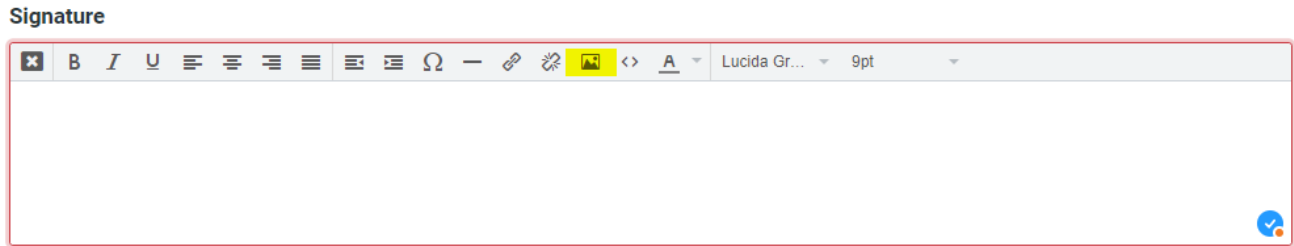
5. Fill in Information. Click Photo Button

A screenshot of the 'Settings' page for email identities. At the top, there are 'Create' and 'Delete' buttons. Below is a 'Settings' section with the following fields:

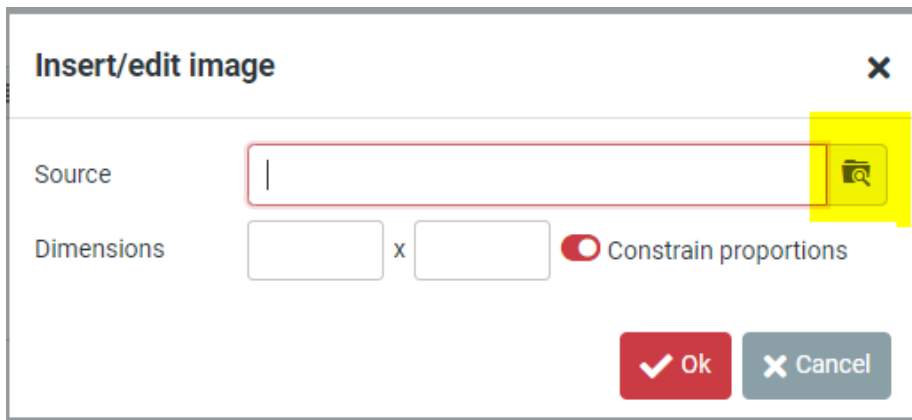
- Display Name:
- Email:
- Organization:
- Reply-To:
- Bcc:
- Set default:

Below the settings is a 'Signature' section. It features a yellow button with a photo icon. Below this button is a large, empty rectangular text area for entering the signature. At the bottom left of the page is a red 'Save' button with a checkmark icon.

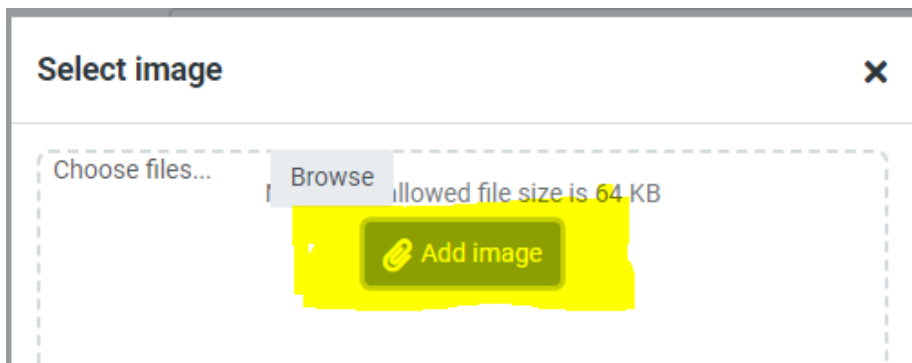
6. Click Photo Button



7. Click Folder Button



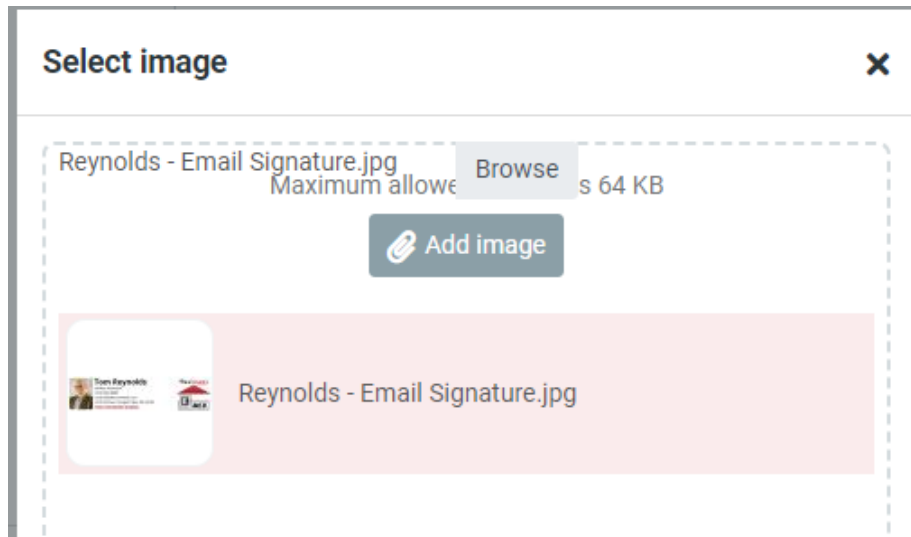
8. Click Add Image Button



9. Find Your Email Signature Saved On Your Computer

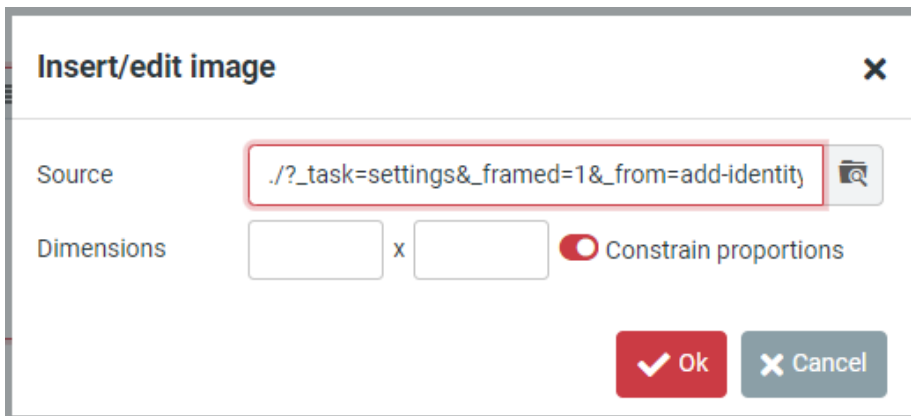
10. Click Open

11. Select Image (it should be red)



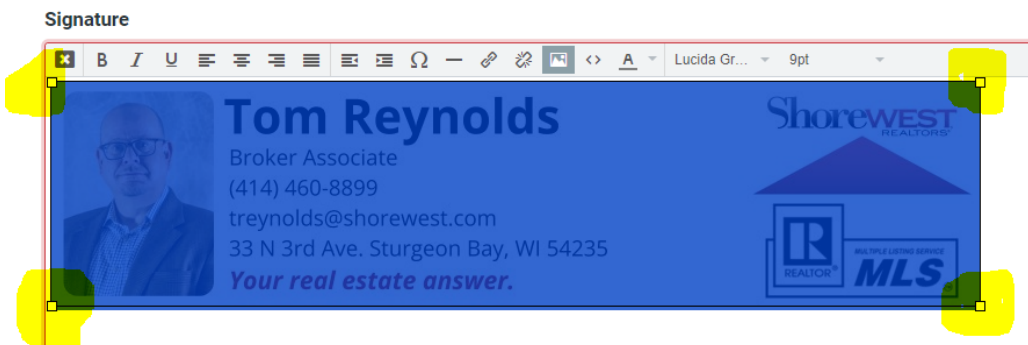
10. Click Open

11. Select Image (it should be red)



12. Click Ok

13. Resize Image as desired using white corner boxes



14. Click Save