## Set up Signature in Webmail



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	0
<ul> <li>I General</li> <li>Account Settings</li> <li>Contact Details</li> <li>Personalize</li> <li>Client Settings</li> <li>Client Settings</li> <li>Mail</li> <li>Compose</li> <li>Auto Response</li> <li>Redirection</li> <li>Identities</li> <li>Signatures</li> </ul>	Signature Properties Name: Sample          Variation       Sample         Image: Sample       Image: Sample
<ul> <li>X Spam</li> <li>Z Calendar</li> </ul>	Save Cancel
<ul> <li>Shared</li> <li>X Advanced</li> </ul>	Whitelist
	The following table lists the addresses that email will always be accepted from. Incoming messages from senders whose complete email address (e.g. john@example.com) is on this list will bypass all spam filters. You can also enter a domain (e.g. example.com) to allow all senders from that domain to bypass spam filtering. View: All ▼ Sender/Domain Save Cancel

## **STEP 1:** Go to <u>https://webmail.nurseryweb.co.uk/</u>

**STEP 2:** Type in the full email address and the password.

## Username: info@example.co.uk ; password: \*\*\*\*\*

And click on [Login] button.

## STEP 3: Select [OPTIONS] -> click [MAIL] -> click [SIGNATURES].

STEP 4: insert your name in
[Name:] -> insert the signature
details in the text box below -> click
[Save] -> click [Save] at the
bottom.

\*Toolbar is available to let you to design the signature format, font size, link, insert image and so on.

