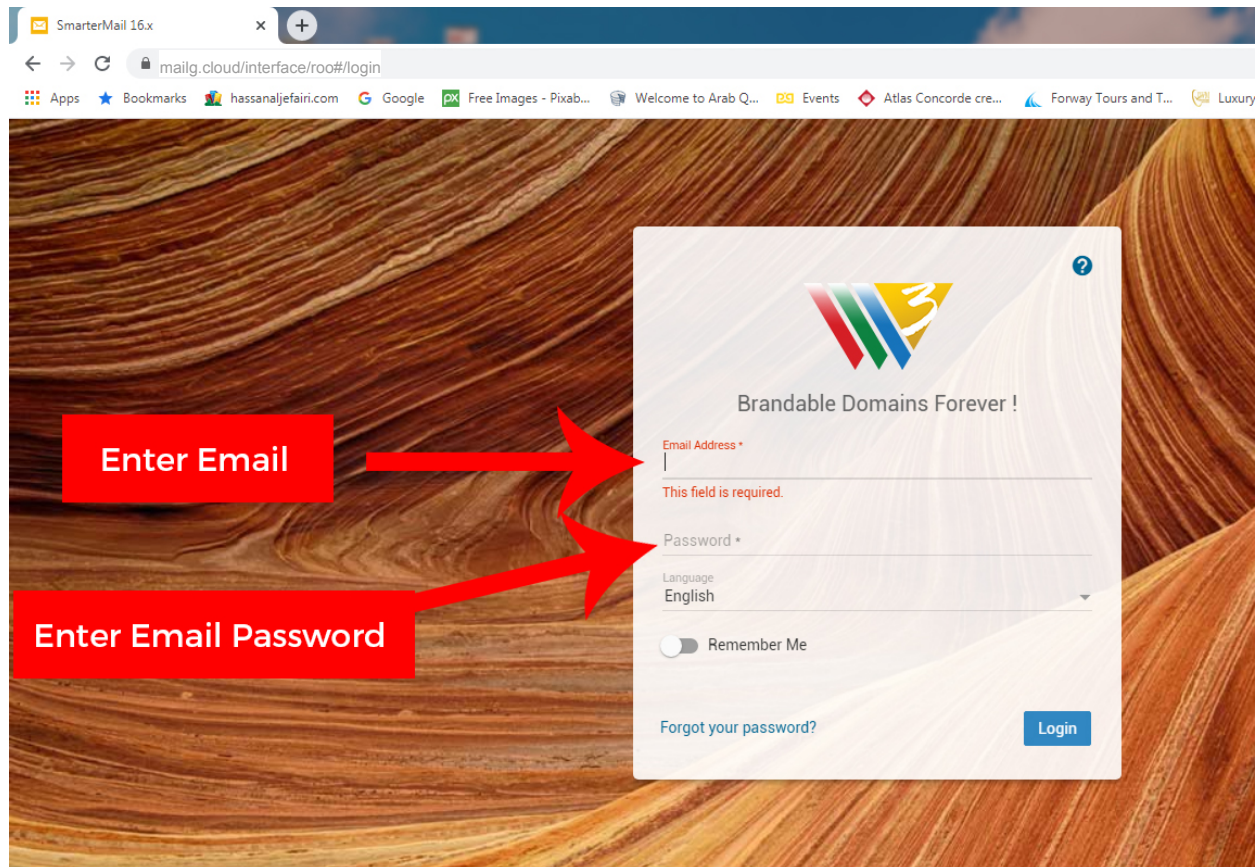


HOW TO ADD SIGNATURE IN WEBMAIL

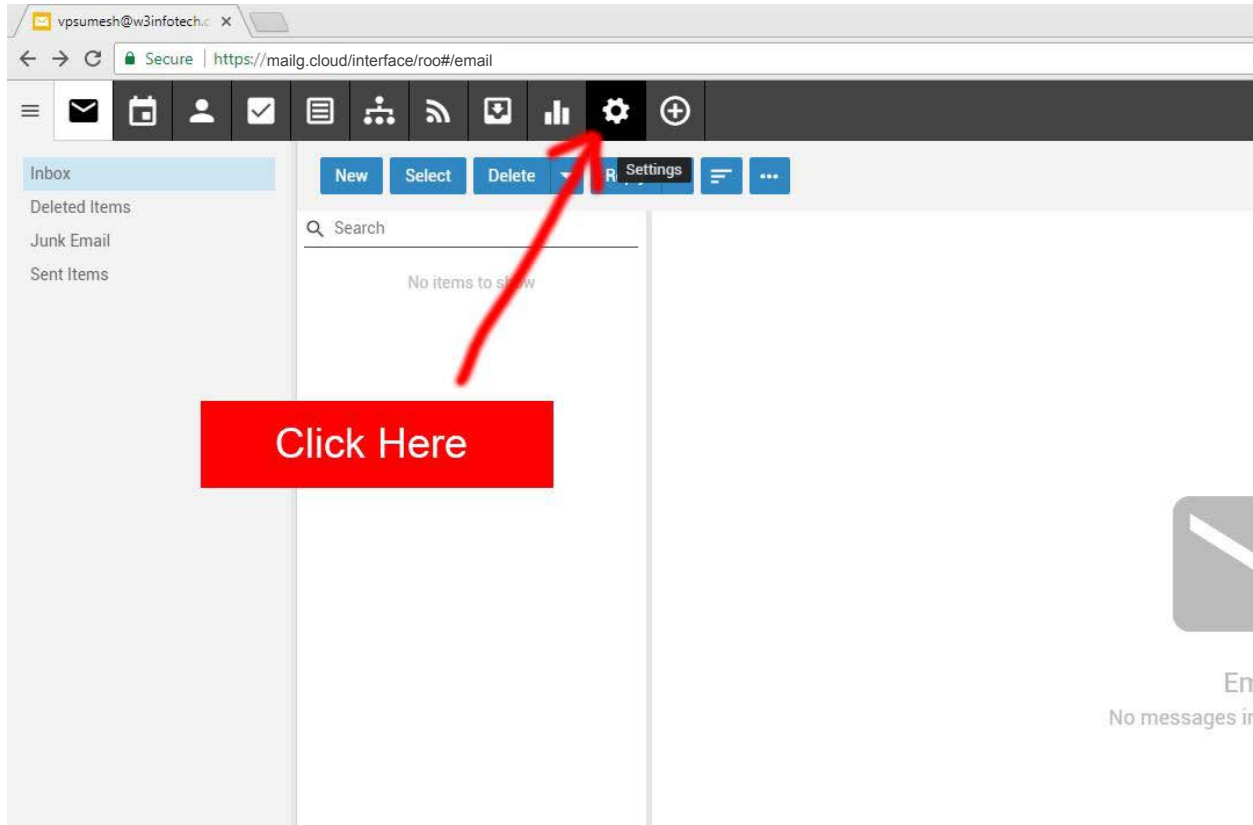
STEP 1

Use this link to open browser www.mailg.cloud



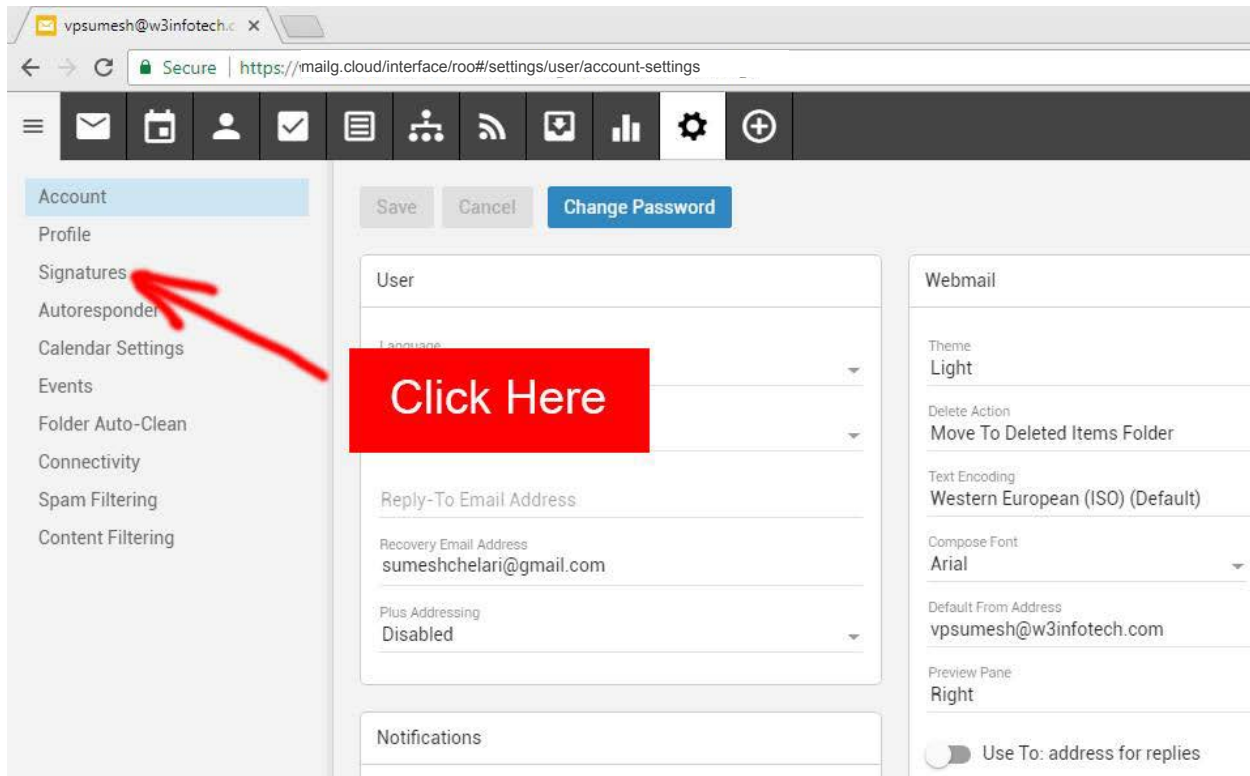
STEP 2

After **LOGIN**, please click to open **settings** tab



STEP 3

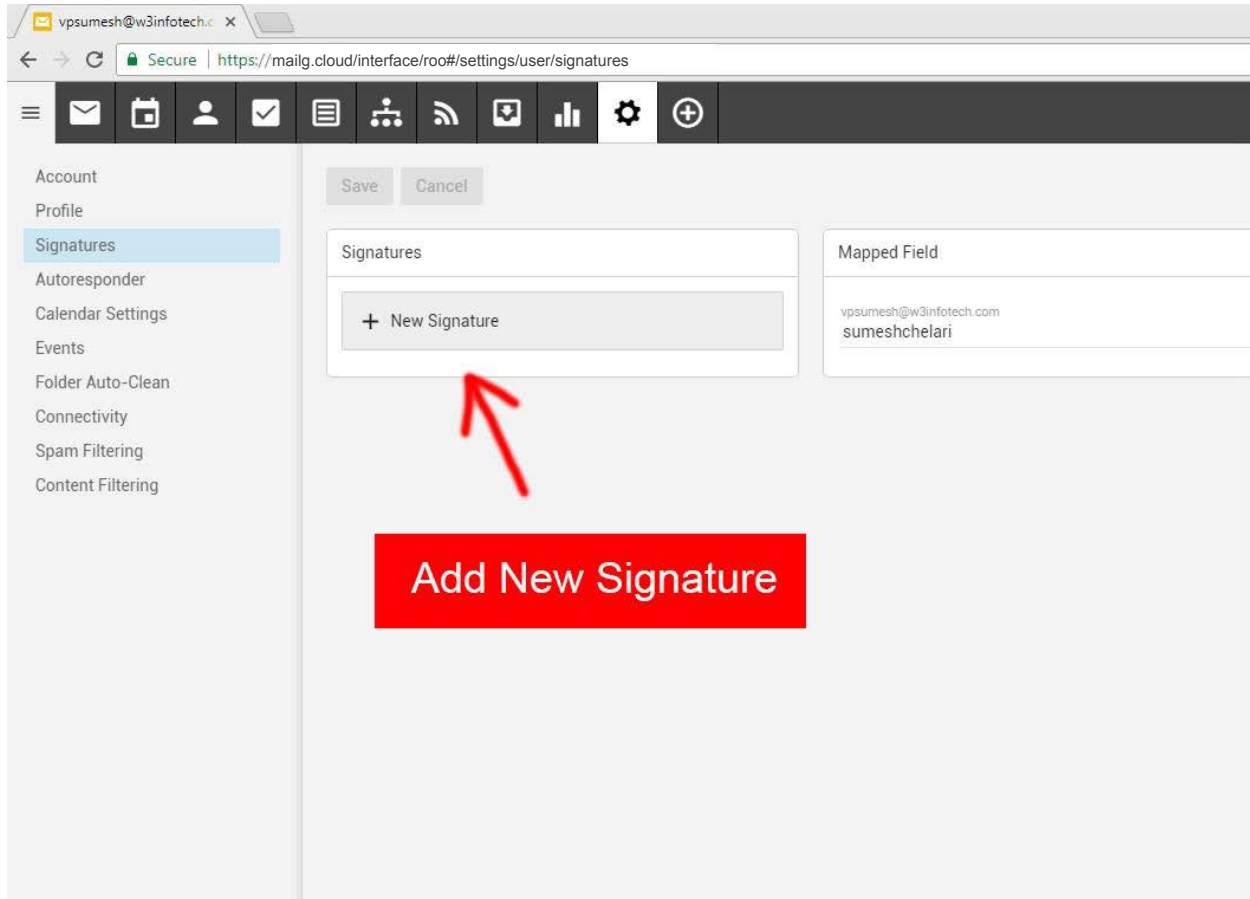
Click Signatures to open *Signature* Tab



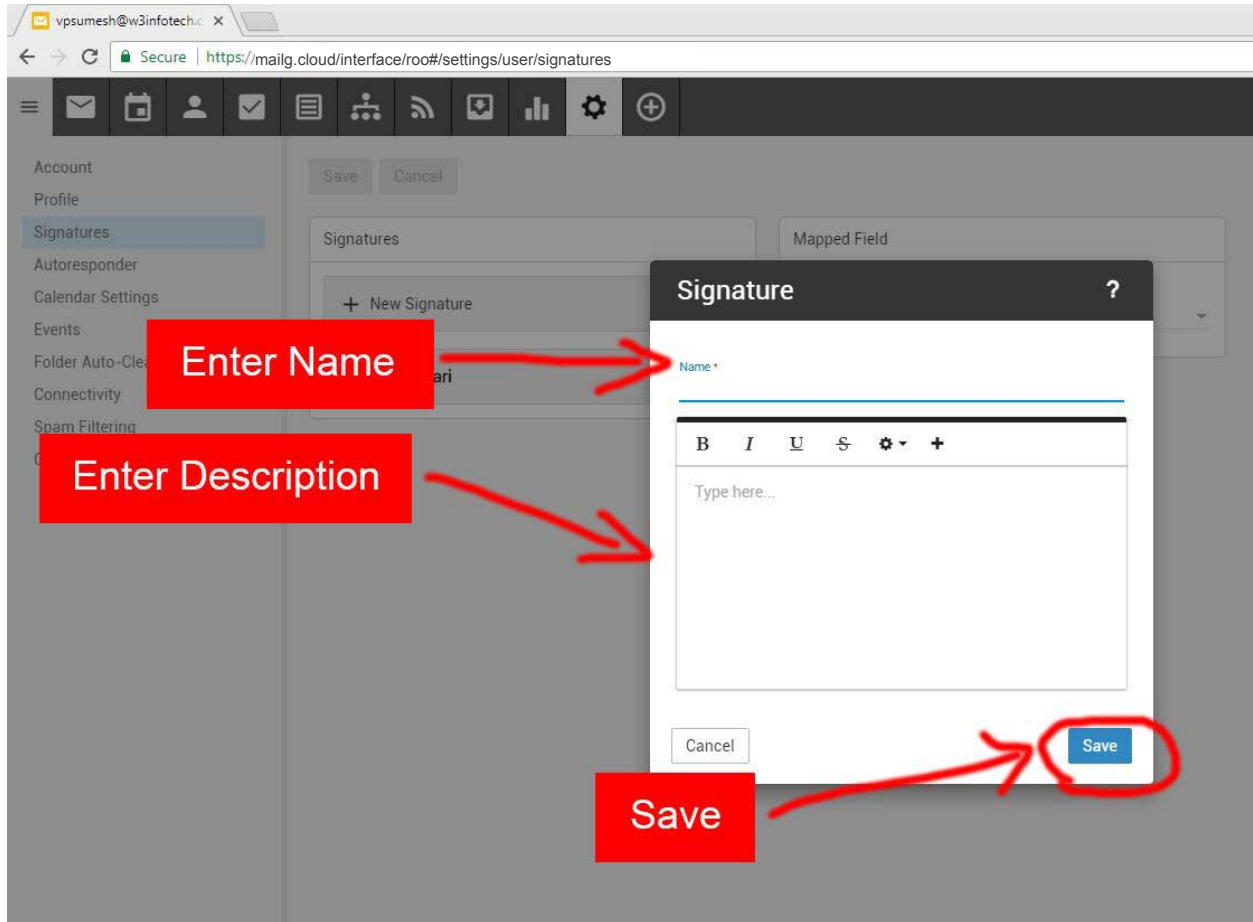
The screenshot shows the 'Account Settings' page in a web browser. The browser address bar displays 'https://mailg.cloud/interface/roo#/settings/user/account-settings'. The left sidebar contains a list of settings categories: Account, Profile, Signatures, Autoresponder, Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Content Filtering. A red arrow points to the 'Signatures' option. A red box with the text 'Click Here' is overlaid on the 'Signatures' option. The main content area shows the 'User' settings section with fields for 'Language', 'Reply-To Email Address', 'Recovery Email Address' (sumeshchelari@gmail.com), and 'Plus Addressing' (Disabled). The 'Webmail' section on the right includes settings for 'Theme' (Light), 'Delete Action' (Move To Deleted Items Folder), 'Text Encoding' (Western European (ISO) (Default)), 'Compose Font' (Arial), 'Default From Address' (vpsumesh@w3infotech.com), and 'Preview Pane' (Right). A toggle switch for 'Use To: address for replies' is also visible.

STEP 4

Add *New Signature*



The screenshot shows a web browser window with the URL `https://mailg.cloud/interface/roo#/settings/user/signatures`. The left sidebar contains a menu with the following items: Account, Profile, Signatures (highlighted), Autoresponder, Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Content Filtering. The main content area has a 'Save' and 'Cancel' button at the top. Below them is a 'Signatures' section with a '+ New Signature' button. To the right is a 'Mapped Field' section showing the email address `vpsumesh@w3infotech.com` and the name `sumeshchelari`. A red arrow points to the '+ New Signature' button, and a red box below it contains the text 'Add New Signature'.



Account
Profile
Signatures
Autoresponder
Calendar Settings
Events
Folder Auto-Clean
Connectivity
Spam Filtering

Save Cancel

Signatures Mapped Field

+ New Signature

Signature ?

Name *

B I U S [Settings] [More]

Type here...

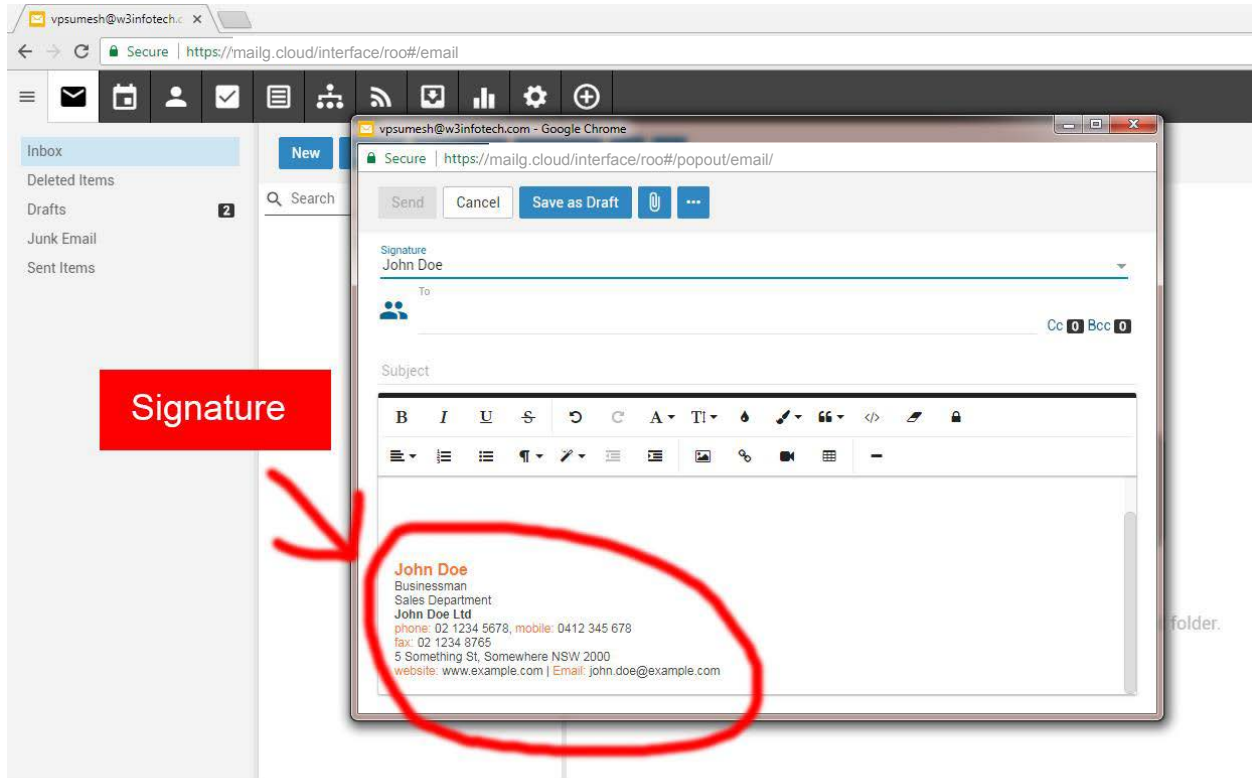
Cancel Save

Enter Name

Enter Description

Save

Signature *VIEW*



The screenshot shows a web-based email interface. On the left is a sidebar with folders: Inbox, Deleted Items, Drafts (2), Junk Email, and Sent Items. The main area displays a 'New' email form. A 'Signature' dropdown menu is set to 'John Doe'. Below the form, a signature block is visible, circled in red. A red box with the text 'Signature' and an arrow points to this block. The signature text is as follows:

John Doe
Businessman
Sales Department
John Doe Ltd
phone: 02 1234 5678, mobile: 0412 345 678
fax: 02 1234 8765
5 Something St, Somewhere NSW 2000
website: www.example.com | Email: john.doe@example.com