Step 1
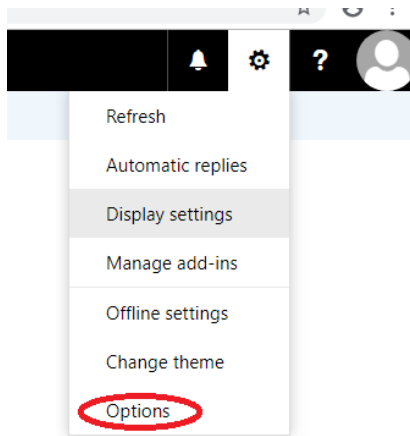
Go to mail.vdinetworks.com to access your email by webmail

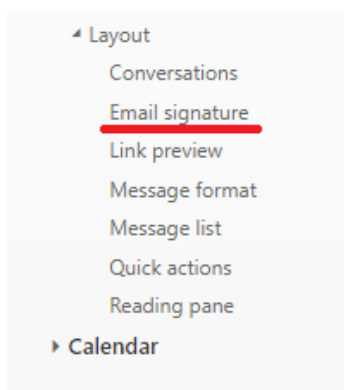**Step 2.**

Type in your username & password and login.

Step 3.

Click the **gear** icon next to the bell in the upper right corner, then click **Options**.

Step 4.

On the **left** side of your screen, under **Layout.** Please click Email signature.
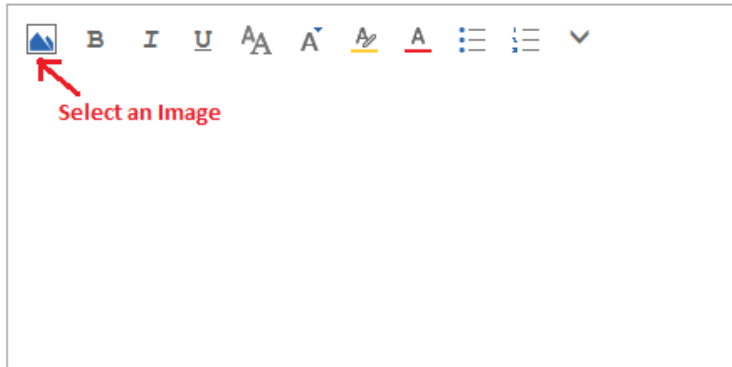
Step 5.

This is where you'll be setting up your signature. You can **type** out how you would like your signature to appears, or you can use your own **image** by clicking the portrait image.

This is just an sample of how your signature could appear