

Step 1

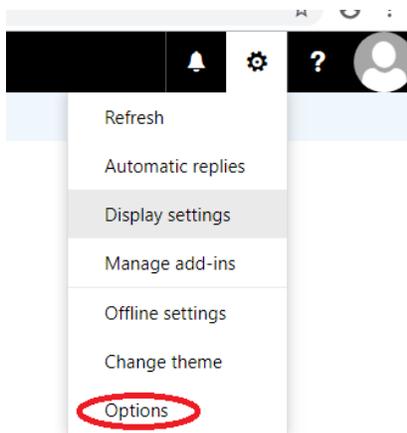
Go to mail.vdinetworks.com to access your email by webmail

Step 2.

Type in your username & password and login.

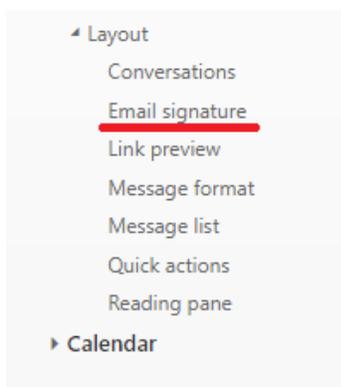
Step 3.

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.

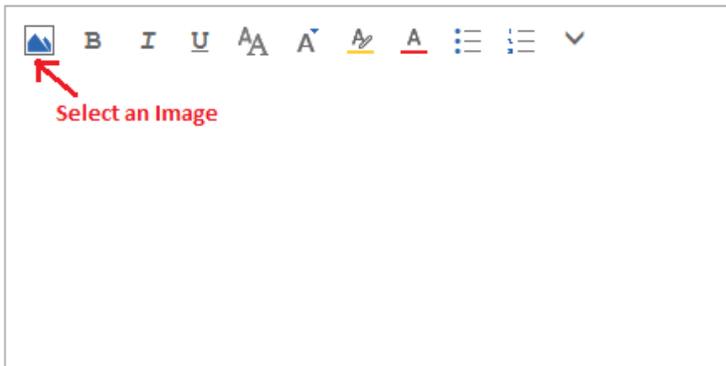
This is where you'll be setting up your signature. You can **type** out how you would like your signature to appear, or you can use your own **image** by clicking the portrait image.

 Save  Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to



This is just an sample of how your signature could appear

 Save  Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

