

### Step 1

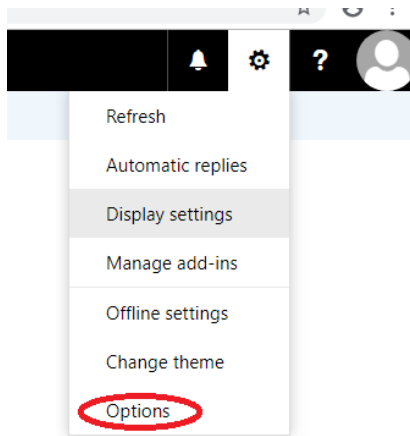
Go to [mail.vdinetworks.com](mailto:mail.vdinetworks.com) to access your email by webmail

### Step 2.

Type in your username & password and login.

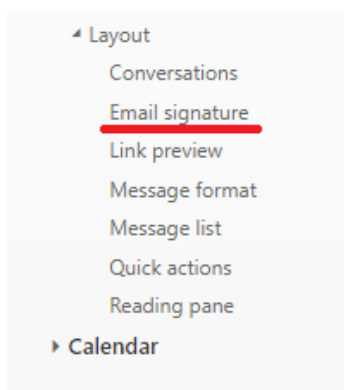
### Step 3.

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.

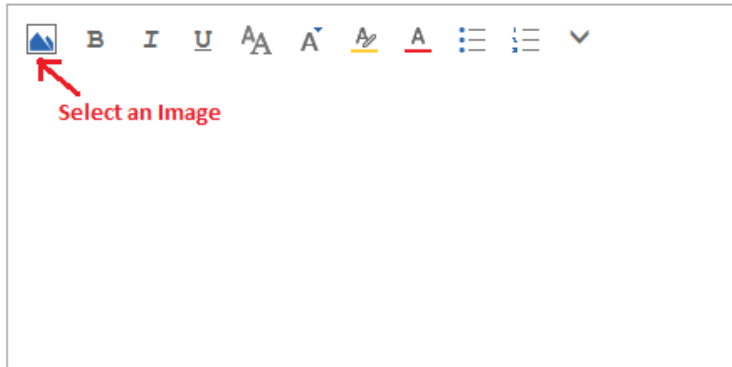
This is where you'll be setting up your signature. You can **type** out how you would like your signature to appear, or you can use your own **image** by clicking the portrait image.

 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

