

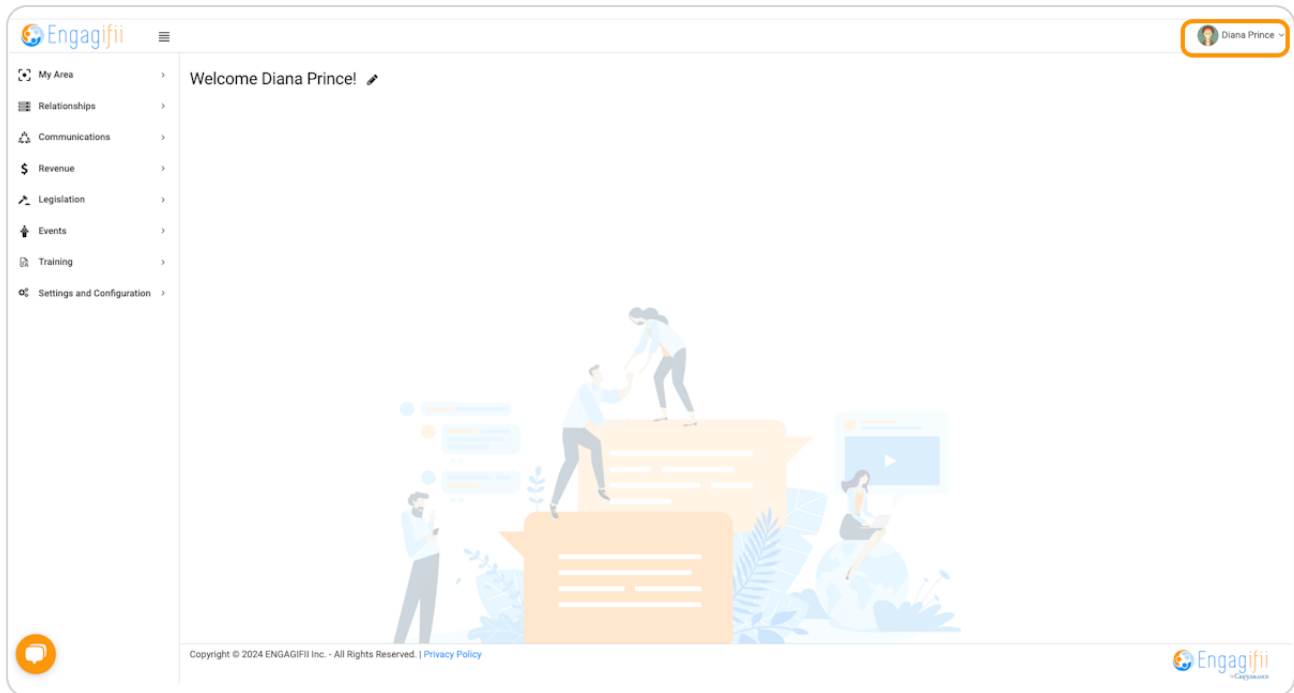
Creating a Signature

8 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Engagifii Inc.	Dec 19, 2024	Dec 23, 2024

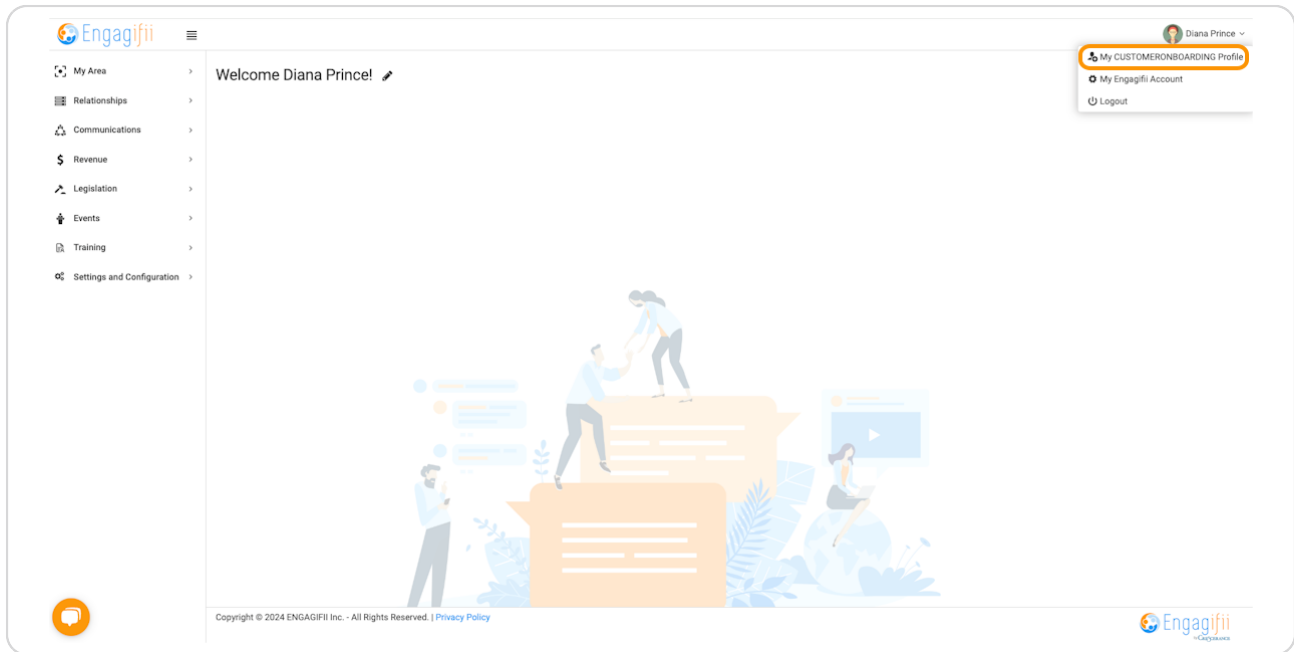
STEP 1

Click on your name from within your Engagifii workspace



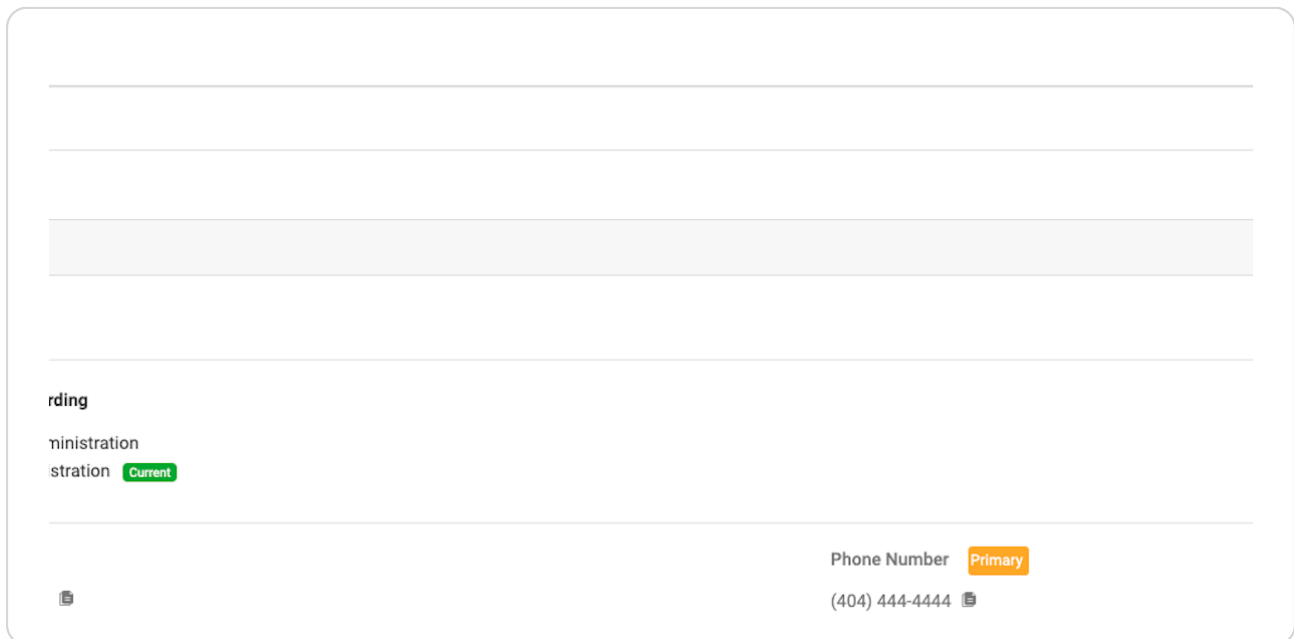
STEP 2

Click on your name in the top right and then click on my and it'll say your workspace name profile.



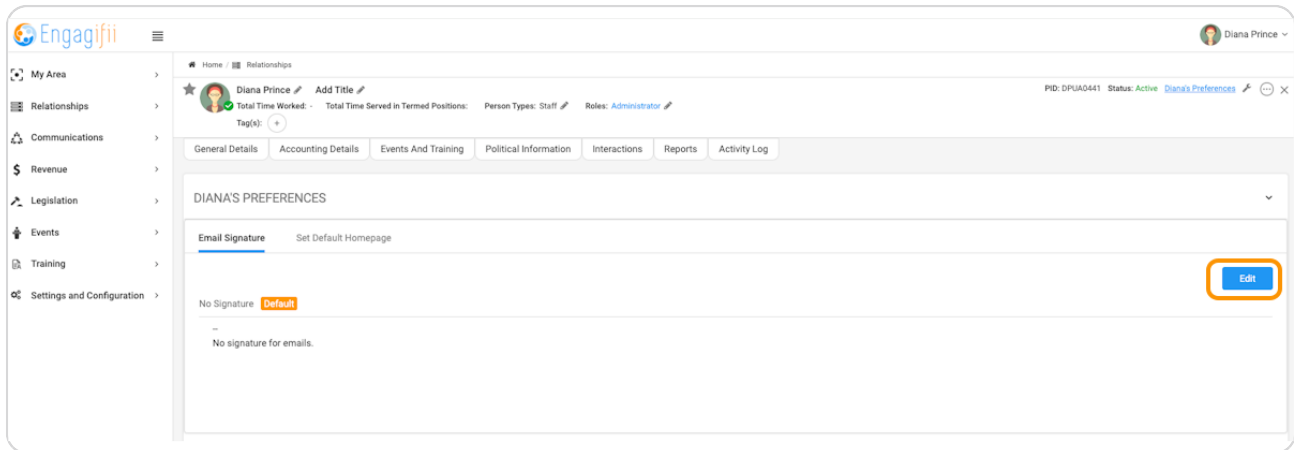
STEP 3

From your profile select your name preferences.



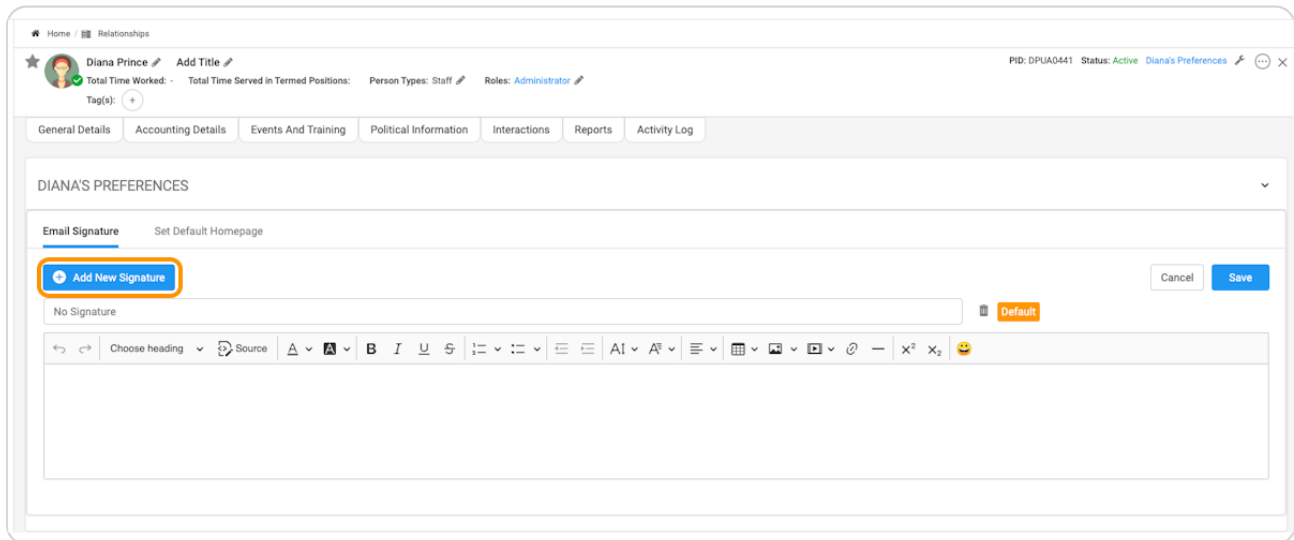
STEP 4

Go ahead and click edit



STEP 5

Click the add signature button and create your email signature.



STEP 6

Enter in a name for your signature and then add your signature details in the text editor window. If this is your only signature, it will automatically be the default one. When finished select Save.

The screenshot shows the 'DIANA'S PREFERENCES' page for Diana Prince. Under the 'Email Signature' section, there is a blue 'Add New Signature' button. Below it, a text input field labeled 'Standard Signature' is highlighted with an orange box. To the right of this field is a 'Default' button. Below the input field is a rich text editor with a toolbar and the text: 'Best Regards, Diana Prince, Administrative Assistant'. To the right of the editor are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in orange.

STEP 7

You can create multiple signatures, just repeat the process by clicking on the Edit button and Add New Signature. You can also choose which signature will be the default one.

The screenshot shows the 'DIANA'S PREFERENCES' page for Diana Prince. Under the 'Email Signature' section, the 'Add New Signature' button is highlighted with an orange box. Below it, a text input field is empty and has a red error message: 'Please enter signature name.' To the right of this field is a 'Set as Default' button. Below the input field is a rich text editor with a toolbar and an empty text area. Below the editor is the 'Standard Signature' section, which is currently empty. To the right of the editor are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in orange.

STEP 8

From the email composer window, your default signature will appear. You have the option to choose other signatures, or have no signature. You can also select the Manage Signature button to create or edit the signatures.

