

Email

Can I add a signature to my emails through the webmail?

You can add a signature to your emails from the webmail portal. The signature feature is quite basic and only provides modest functionality. For example you can't add images to your signature. But you can add links to social media and websites using the link tool in the editor. If you were wanting to add images you can use an email client such as Outlook or Thunderbird to create a signature.

To add an email signature using Webmail, please follow the steps below:

1. Log in to Webmail:

- Open your web browser and navigate to <http://webmail.<yourdomain.co.nz>> or <https://webmail.1stdomains.nz>
- Enter your email address and password to log in.

2. Access Settings:

- Once logged in, click on the "settings" at the top right hand corner.
- Click on "Email Accounts" in the left hand menu.
- You should now see a bunch of tabs. Click on the "Signature" tab at the top.

3. Create Signature:

- Make sure the radio button, "No Signature" is not selected. Click on the radio button next to the text editor to select.

4. Enter Signature Details:

- In the signature editor, you can enter your signature details. This typically includes your name, job title, contact information, and any other relevant details.
- You can also format the text and include links to your website or social media accounts.

5. Save Signature:

- Once you have created your signature, make sure to save it by clicking on the "Save" button.

Your signature will now be added to the bottom of all new emails sent from webmail. Important to note that it will not add the signature if you are using a email client such as Outlook or thunderbird. You would have to set up the signature in that email client.

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