

To add a signature in your mielks.org email account

Click on your settings in the upper right corner

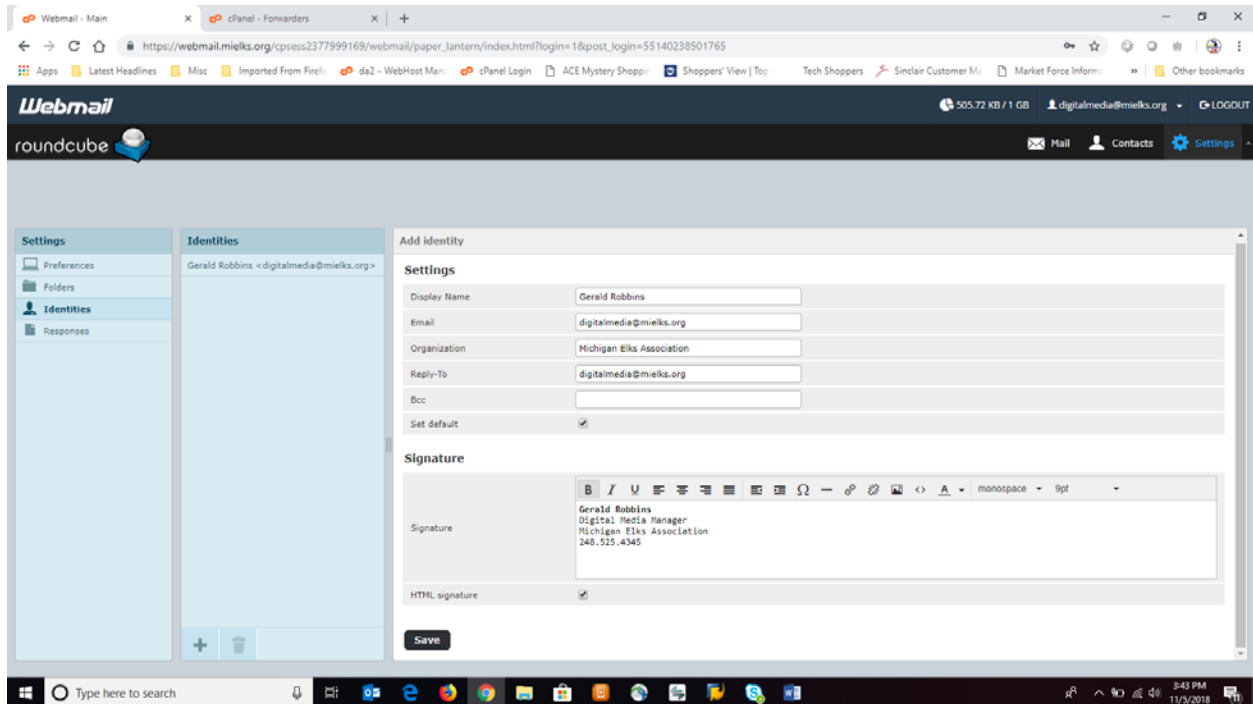
The screenshot shows a webmail interface with a dark header. The main area displays an email thread with the subject "Re: Fwd: Mail delivery failed: returning message to sender [110518-094743-8224]". The email content includes a thank you message from AT&T Postmaster regarding a blocked IP address. In the top right corner, there are navigation links for "Mail", "Contacts", and "Settings".

Subject	From	Date	Size
Re: Fwd: Mail delivery failed: returning message to sender [110518-094743-8224]	AT&T Postmaster	Today 14:58	12 KB
Test	Gerald Robbins	Today 09:54	5 KB
Re: Fwd: Mail delivery failed: returning message to sender [110518-094743-8224-00]	please_do_not_reply@att.net	Today 09:47	6 KB
Mail delivery failed: returning message to sender	Mail Delivery System	Today 09:41	3 KB
Animators Quote	Kate Potter	Sun 22:50	44 KB
\$5 Million dollars	cathy francis	Sun 15:30	9 KB
Re: Test	trusteesw@mielks.org	Sat 18:51	1 KB
Re: Test	trusteesw@mielks.org	Fri 14:16	2 KB
Re: Fwd: Mail delivery failed: returning message to sender [110218-115908-61256-00]	please_do_not_reply@att.net	Fri 11:55	6 KB

Click on Identities in the left panel

The screenshot shows the "Identities" settings page in the webmail interface. The left sidebar has "Identities" selected. The main area is titled "Add identity" and contains a "Settings" section with input fields for "Display Name", "Email", "Organization", "Reply-To", and "Bcc". There is also a "Signature" section with a text area for the signature and a checkbox for "HTML signature". A "Save" button is at the bottom.

Enter your name, email address, organization and your email in the reply to box.  
Add your signature lines in the bottom box and click the html signature box.  
Click save.



Click mail in the upper right to go back to your inbox

Webmail - Main | cPanel - Forwarders | +

https://webmail.mielks.org/cpsess2377999169/webmail/paper\_lantern/index.html?login=1&post\_login=55140238501765

Apps | Latest Headlines | Mac | Imported From Fire... | da2 - WebHost Man... | cPanel Login | ACE Mystery Shopp... | Shoppers' View | To: | Tech Shoppers | Sinclair Customer M... | Market Force Inform... | Other bookmarks

Webmail | 503.72 KB / 1 GB | digitalmedia@mielks.org | LOGOUT

roundcube | Mail | Contacts | Settings

**Settings**

- Preferences
- Folders
- Identities**
- Responses

**Identities**

Gerald Robbins <digitalmedia@mielk...

**Edit Identity**

**Settings**

Display Name:

Email:

Organization:

Reply-To:

Bcc:

Set default:

**Signature**

**B I U** [Text Formatting Icons] [Font Color] Times Ne... 12pt

Signature: 

```
Gerald Robbins  
Digital Media Manager  
Michigan Elks Association  
248.525.4345
```

HTML signature:

**Save**

Type here to search | 3:43 PM 11/5/2018