How to create signatures in Webmail

• Login to the portal at http://my.ringling.edu, then click on “Webmail”.
• Click on the “Options” button:

![Options button](image)

• Under “Your Information”, click on the “Personal Information” link:

![Personal Information](image)

• Click on the “Edit your identities” link

![Edit your identities](image)

• In the “Your signature:” field, type in the signature as you want it to appear.
• Click on the “Change” button when you are done. You can now return to your Inbox.