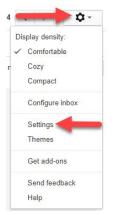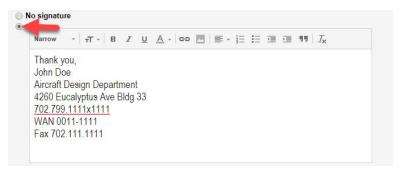# Tip of the Week

You can set up your signature to automatically appear at the bottom of your email?

1. While in Mail open **Settings**.

2. From the **General** tab, in the **Signature** section, select the radial to indicate you would like to use a signature.
3. Type the information you would like to appear in your signature.

4. Check the box if you would like to insert the signature before the quoted text in replies and remove the line that precedes it, if that is your preference.

5. Scroll to the bottom of the page and click **Save Changes**.

Note: *Suggested information for your signature includes: name, department, address, and contact information such as phone number, extension, and fax number.*

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.