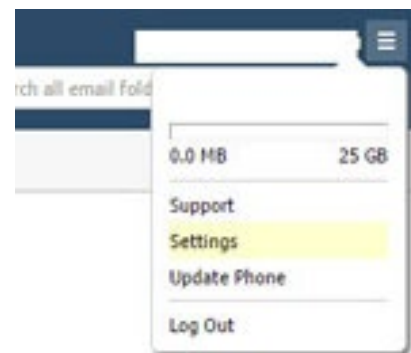# RACKSPACE WEBMAIL

YOUR EMAIL INSTALLATION GUIDE

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Rackspace Webmail within minutes.

STEP ONE

1
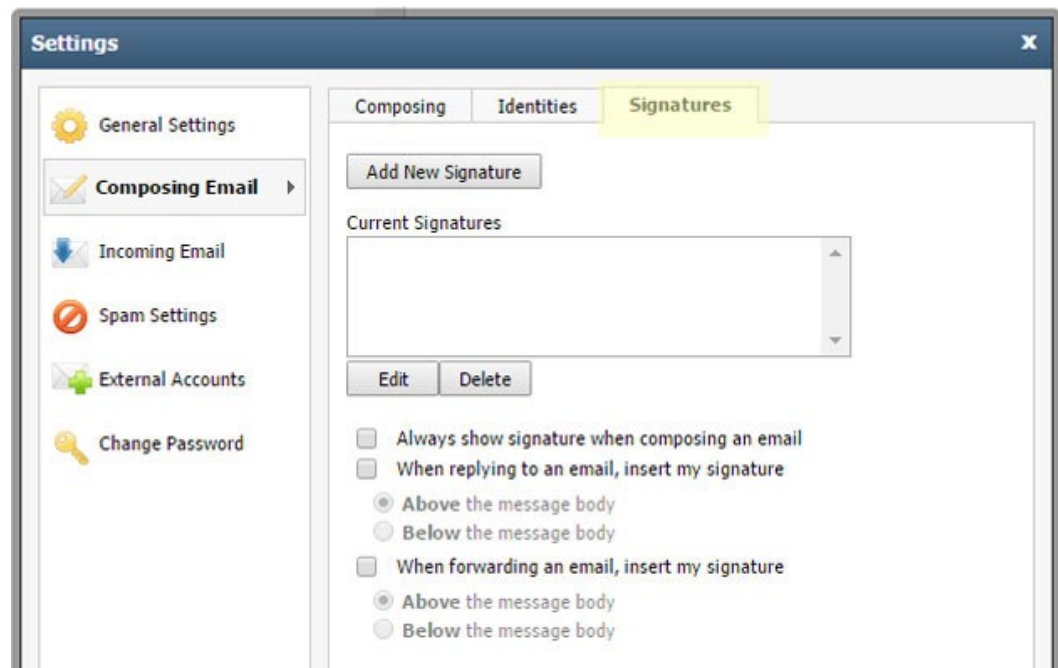
Login to your **Rackspace Webmail** account.

Go to **Settings** located at the top right of your Rackspace Webmail Client.

STEP TWO

2

From your Settings window, select **Composing Email**, then select the **Signatures** tab.
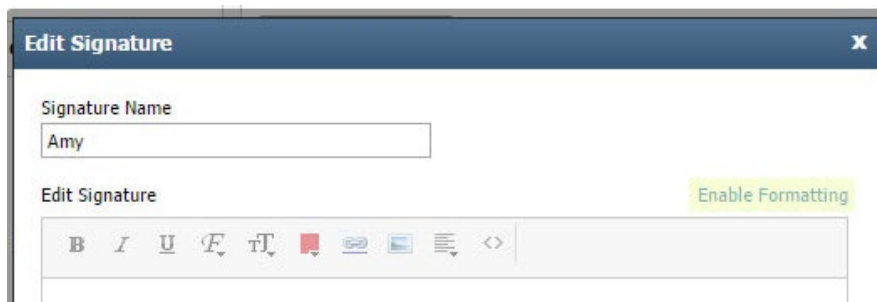
Installing your email signature in

RACKSPACE WEBMAIL

3

STEP THREE

Click the **Add New Signature** button and give your signature a name.

Make sure it says Enable Formatting above the signature box. When enabled, it will say Disable Formatting.

4

STEP FOUR

Click on the **source code button** which will look like this: **< >**

A new window will open allowing you to paste your HTML code into it (If the new window doesn't open, then you have not enabled Formatting - see step above)

5

STEP FIVE

Switch out of Rackspace Webmail and locate your provided HTML email signature file.
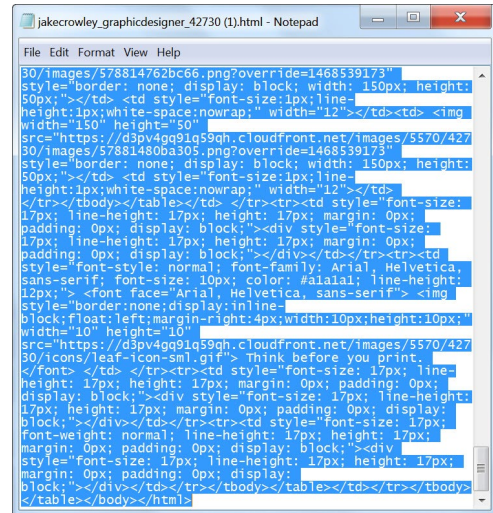
Right click the file and open with **Notepad**.

STEP SIX

6

Press **Ctrl + A** to select all of the code, then press **Ctrl + C** to copy it.

STEP SEVEN

7

Switch back to Rackspace Webmail, click inside your code window and press **Ctrl + V** to paste the code.

Press OK and you will see your email signature has been inserted.

IMPORTANT: Rackspace webmail has a bug that will insert some text to the top of your email signature. Simply highlight this and hit delete to remove it.
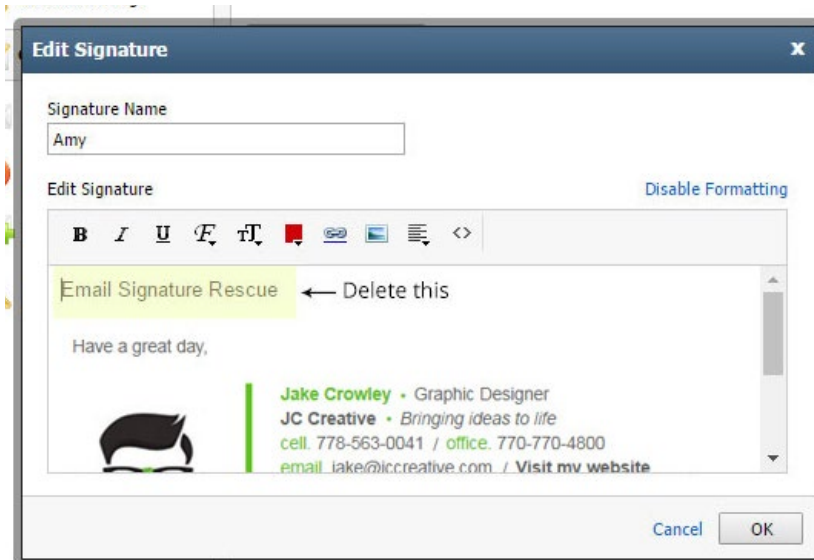
Installing your email signature in

RACKSPACE WEBMAIL

8

STEP EIGHT

Now make sure to tick the options for how to use your signature, the way you would like it to be used:

- Check **Always show signature when composing an email**
- Check **When replying to an email, insert my signature**. Place Below the message body
- Check **When forwarding an email, insert my signature**. Place Below the message body

☑ Always show signature when composing an email
☑ When replying to an email, insert my signature
   ○ **Above** the message body
   ● **Below** the message body
☑ When forwarding an email, insert my signature
   ○ **Above** the message body
   ● **Below** the message body

9

STEP NINE

Press Save and compose a new email then send it to yourself to test that your email signature is working correctly. Your email signature will now insert with every email you send.
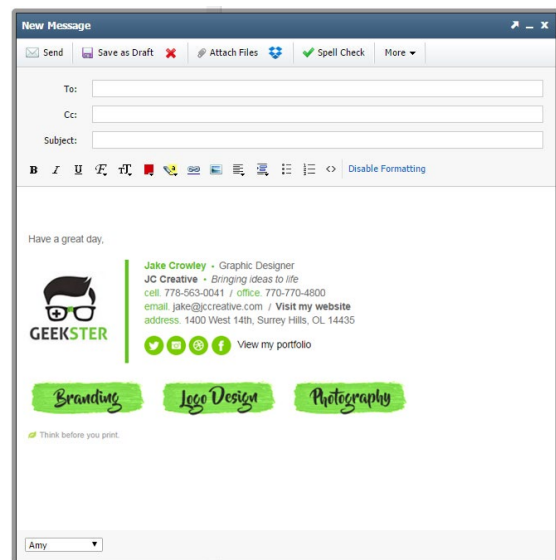
All done! Your email signature is now installed within Rackspace Webmail!