

# **RACKSPACE WEBMAIL**

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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**

Login to your Rackspace Webmail account.

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



#### **STEP TWO**

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From your Settings window, select **Composing Email**, then select the **Signatures** tab.

ttings	
O General Settings	Composing Identities Signatures
🥖 Composing Email 🛛 🕨	Add New Signature
Incoming Email	Current Signatures
🕗 Spam Settings	
🖕 External Accounts	Edit Delete
Change Password	<ul> <li>Always show signature when composing an email</li> <li>When replying to an email, insert my signature</li> <li>Above the message body</li> <li>Below the message body</li> <li>When forwarding an email, insert my signature</li> <li>Above the message body</li> <li>Below the message body</li> <li>Below the message body</li> </ul>



## Installing your email signature in

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#### **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.

lit Sig	inature		11/2004					
Signatu	ire Name							
Amy								
Edit Sig	inature							Enable Formatting
		177	ap.		-	~		

### **STEP FOUR**

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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)

×
Disable Formatting

**STEP FIVE** 

Switch out of Rackspace Webmail and locate your provided HTML email signature file.

Right click the file and open with Notepad.



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## STEP SIX

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



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## **STEP SEVEN**

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.

Signature Name		
Amy		
Edit Signature	Dis	able Formatting
<b>В</b> <i>I</i> <u>U</u> <i>F</i> , т	T, 📕 🕺 🖺 🗒 🔿	
Email Signature Res	cue 🔶 Delete this	*
Have a great day,		- 1
	Jake Crowley • Graphic Designer JC Creative • Bringing ideas to life	- 1
	cell. 778-563-0041 / office. 770-770-4800 email_lake@iccreative.com_/ Visit.mv website	-

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## **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

## 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.

New Message		≠ _ ×
🖂 Send 🛛 🕁 Save as	Draft 💥 🖉 Attach Files 😻 ✔ Spell Check More 🕶	
To:		
Subject:		
<b>b</b> 1 <u>0</u> 1, 1),		
Have a great day,		
1	Jake Crowley - Graphic Designer	
	JC Creative - Bringing ideas to life	
ĐŪ	email. jake@jccreative.com / Visit my website	
GEEKSTER		
Que estive.	less Desident Ratemonthy	
Drandung	Then president uterings which	
Think before you print.		
Amy		

## All done! Your email signature is now installed within Rackspace Webmail!

