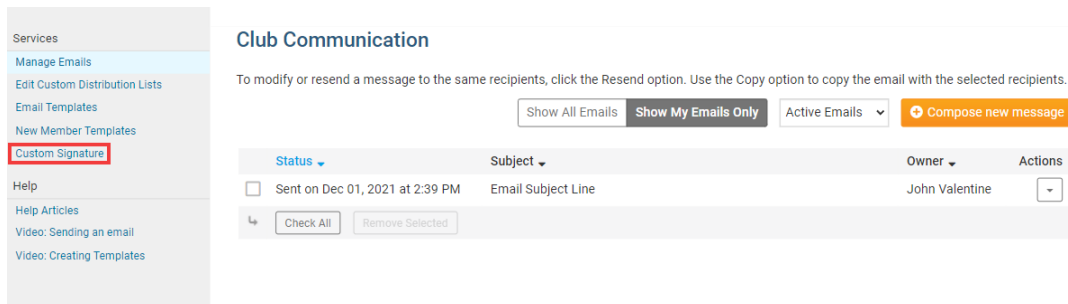


How do I create a custom signature?

Michael C. - 2021-12-08 - Communication

A custom signature is a personalized signature at the end of an email. You may wish to create a standard custom signature for club emails with your title, or one that contains commonly needed information such as your phone number. Using the **Custom Signature** you can create your own signature for club messages.

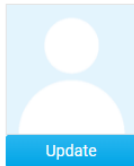
1. To access the **Custom Signature** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **Communication** tab.
3. Now, click on **Email Services**.
4. You are now on the **Club Communication** screen. At the left side of the screen, you will see the **Email Services** menu, which is highlighted below. To view your custom signatures, or create a new one, click on **Custom Signature**.



The screenshot shows the Club Communication interface. On the left is a sidebar menu with the following items: Services, Manage Emails, Edit Custom Distribution Lists, Email Templates, New Member Templates, Custom Signature (highlighted with a red box), Help, Help Articles, Video: Sending an email, and Video: Creating Templates. The main content area is titled 'Club Communication' and includes a sub-header: 'To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.' Below this are filters: 'Show All Emails', 'Show My Emails Only', 'Active Emails', and a '+ Compose new message' button. A table displays email data with columns for Status, Subject, Owner, and Actions. One email is listed: 'Sent on Dec 01, 2021 at 2:39 PM' with subject 'Email Subject Line' and owner 'John Valentine'. At the bottom of the table are 'Check All' and 'Remove Selected' buttons.

5. You are brought to the Settings tab of your Member Profile page. Now, click **Edit** under the **Custom Email Signature** header.

Member Profile



John Valentine
Printable Version

Personal Rotary Biography Commitments Settings Privacy

Edit

System Login

Club Access Level 30 - Site Administration

Username John.Valentine.9723

Password [Change Password](#)

Member Roles

Custom Email Signature

Edit

6. Enter your custom signature in the field provided. You may edit your font style and insert special characters, using the buttons above the text entry field.

Custom Email Signature

To add a single line break, hold down Shift and press Enter.

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, search, and help. Below the toolbar is a row of dropdown menus for 'Normal', 'Font', and 'Size', followed by buttons for bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), and background color (A). To the right of these buttons is a 'Source' button. The main area of the editor is a large, empty text box. At the bottom left of the editor, the text 'body p' is visible.

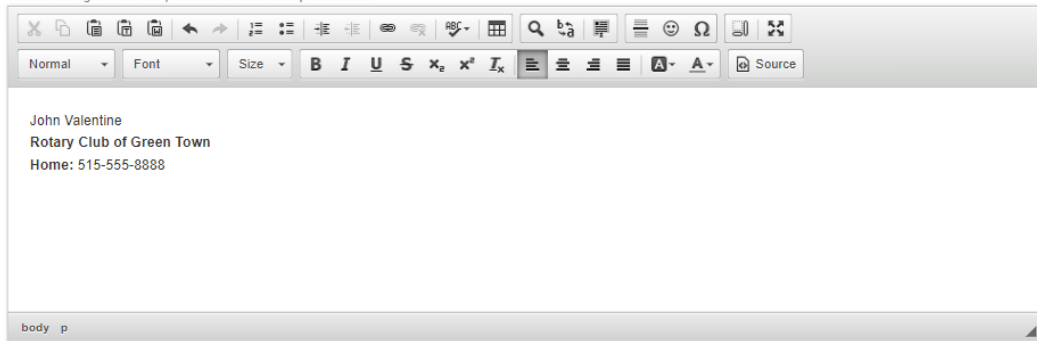
Cancel

Save

7. When you are finished, click **Save**. Or, if you wish to discard what you have written, click **Cancel**.

Custom Email Signature

To add a single line break, hold down Shift and press Enter.



John Valentine
Rotary Club of Green Town
Home: 515-555-8888

body p

Cancel Save

Related Content

- [VIDEO: How do I create an email template?](#)
- [VIDEO: How do I send an email?](#)
- [Where can I send an email in ClubRunner?](#)