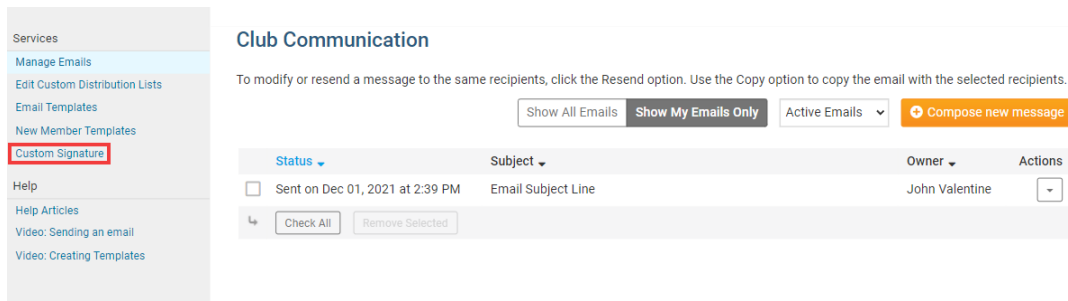


How do I create a custom signature?

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**.



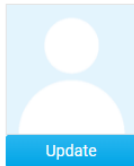
The screenshot shows the Club Communication interface. On the left is a sidebar menu with the following items: Services, Manage Emails, Edit Custom Distribution Lists, Email Templates, New Member Templates, Custom Signature (highlighted with a red box), Help, Help Articles, Video: Sending an email, and 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 details:

Status	Subject	Owner	Actions
<input type="checkbox"/> Sent on Dec 01, 2021 at 2:39 PM	Email Subject Line	John Valentine	<input type="button" value="v"/>

At the bottom of the table are buttons for 'Check All' and 'Remove Selected'.

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, link, unlink, and other functions. Below the toolbar is a text input area. At the bottom of the editor, there is a status bar showing "body p".

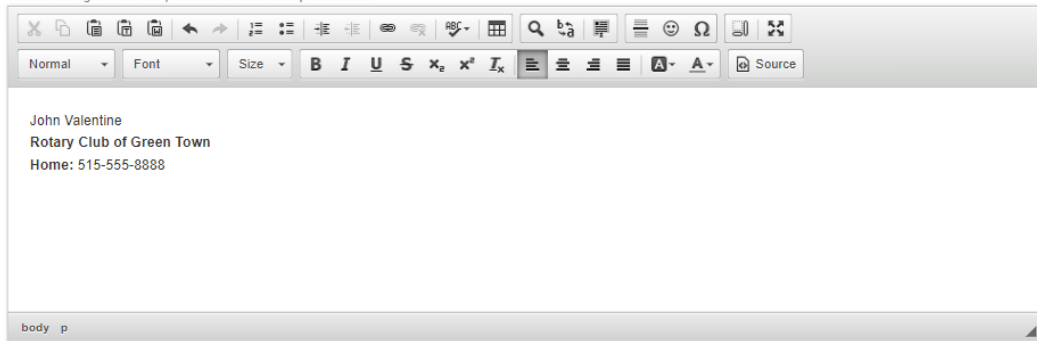
Cancel

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.



The screenshot shows a rich text editor interface for creating an email signature. At the top, there is a toolbar with various icons for editing text and images. Below the toolbar, there are dropdown menus for 'Normal', 'Font', and 'Size', followed by buttons for bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x_e), superscript (x^a), and text color (T_x). There are also buttons for bulleted list, numbered list, indent, and a 'Source' button. The main editing area contains the following text:
John Valentine
Rotary Club of Green Town
Home: 515-555-8888
At the bottom left of the editor, the text 'body p' is visible.

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?](#)