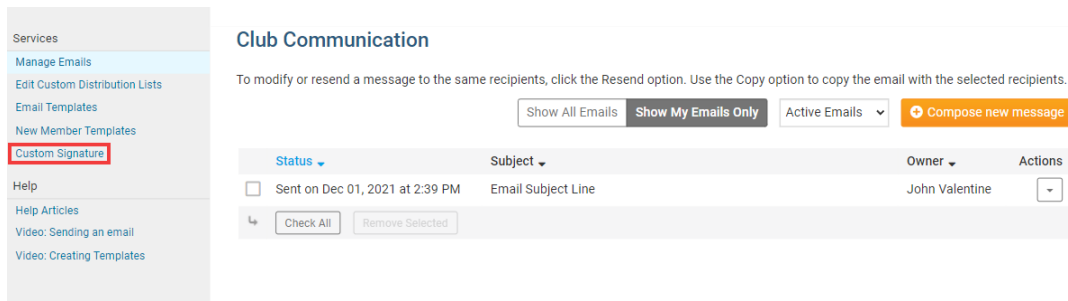


## How do I create a custom signature?

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**.

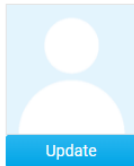


The screenshot shows the 'Club Communication' interface. On the left is a 'Services' sidebar with 'Custom Signature' highlighted in red. The main area is titled 'Club Communication' and contains a message list table. The table has columns for 'Status', 'Subject', 'Owner', and 'Actions'. One email is listed with the subject 'Email Subject Line' and owner 'John Valentine'. Below the table are 'Check All' and 'Remove Selected' buttons.

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

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), and other functions like undo, redo, and search. Below the toolbar, there are dropdown menus for 'Normal' (font style), 'Font' (font family), and 'Size' (font size). To the right of these are buttons for bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), and background color (A). There is also a 'Source' button. The main area is a large empty text box for entering the signature. At the bottom left of the text box, it says 'body p'.

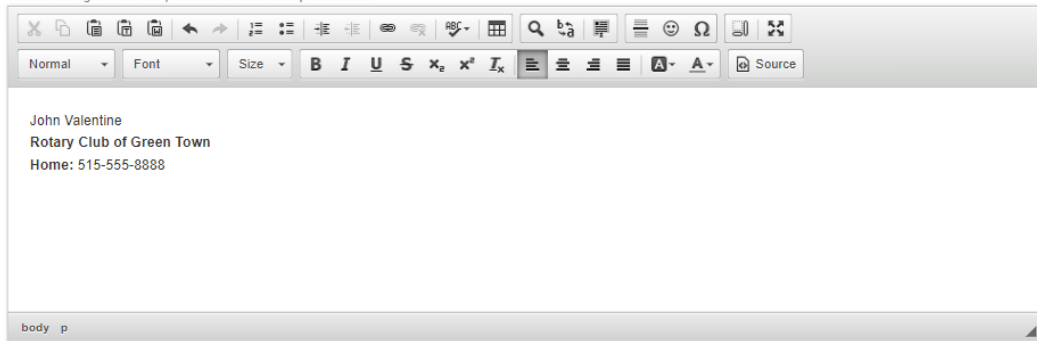
Cancel

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.



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?](#)