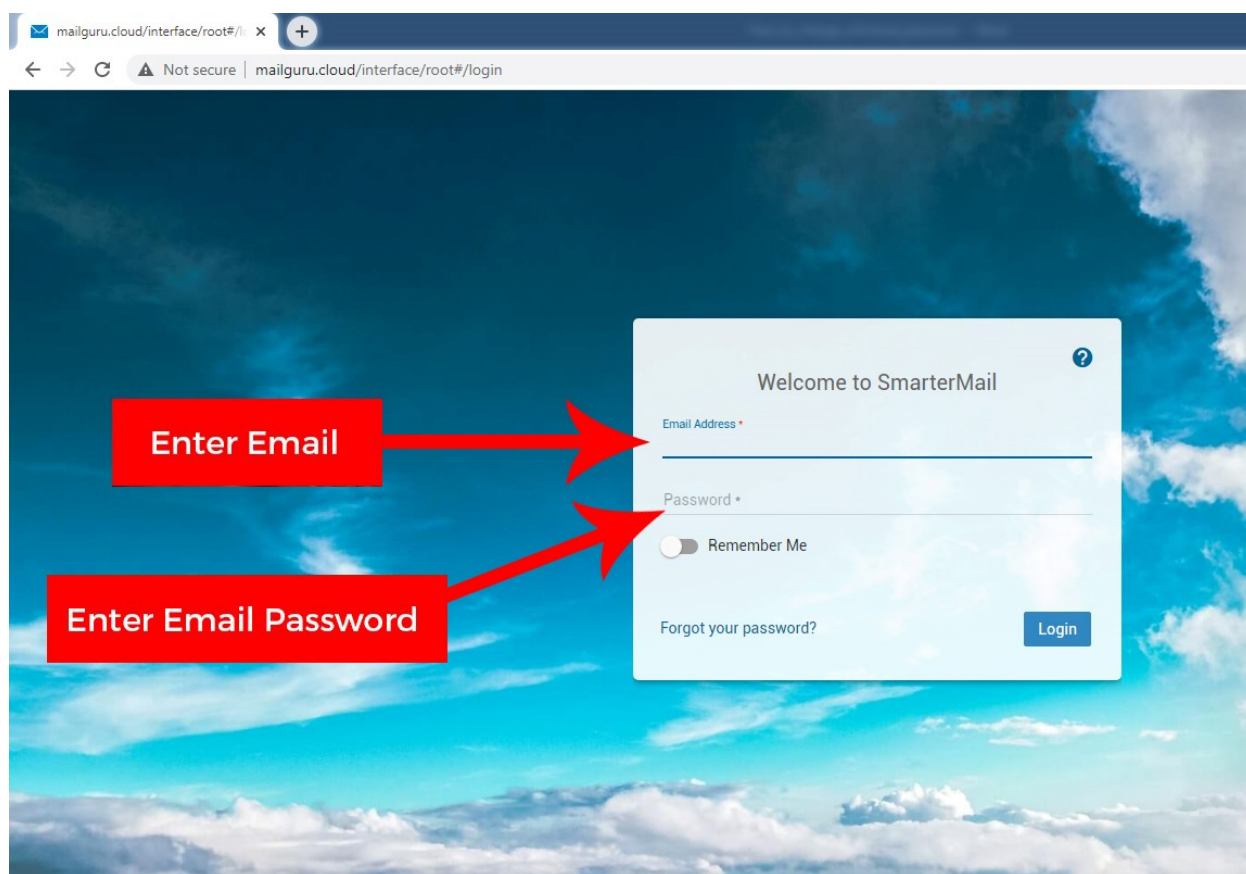


HOW TO ADD SIGNATURE IN WEBMAIL

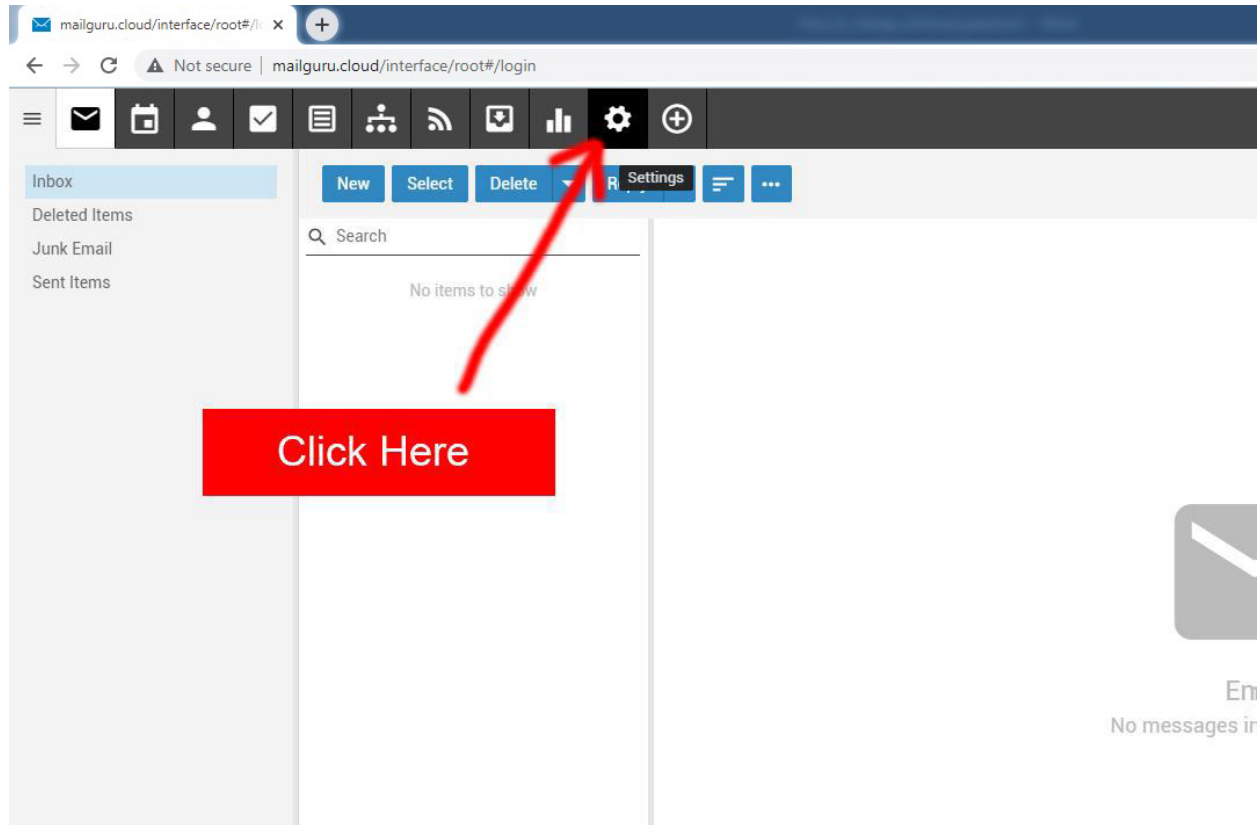
STEP 1

Use this link to open browser www.mailguru.cloud



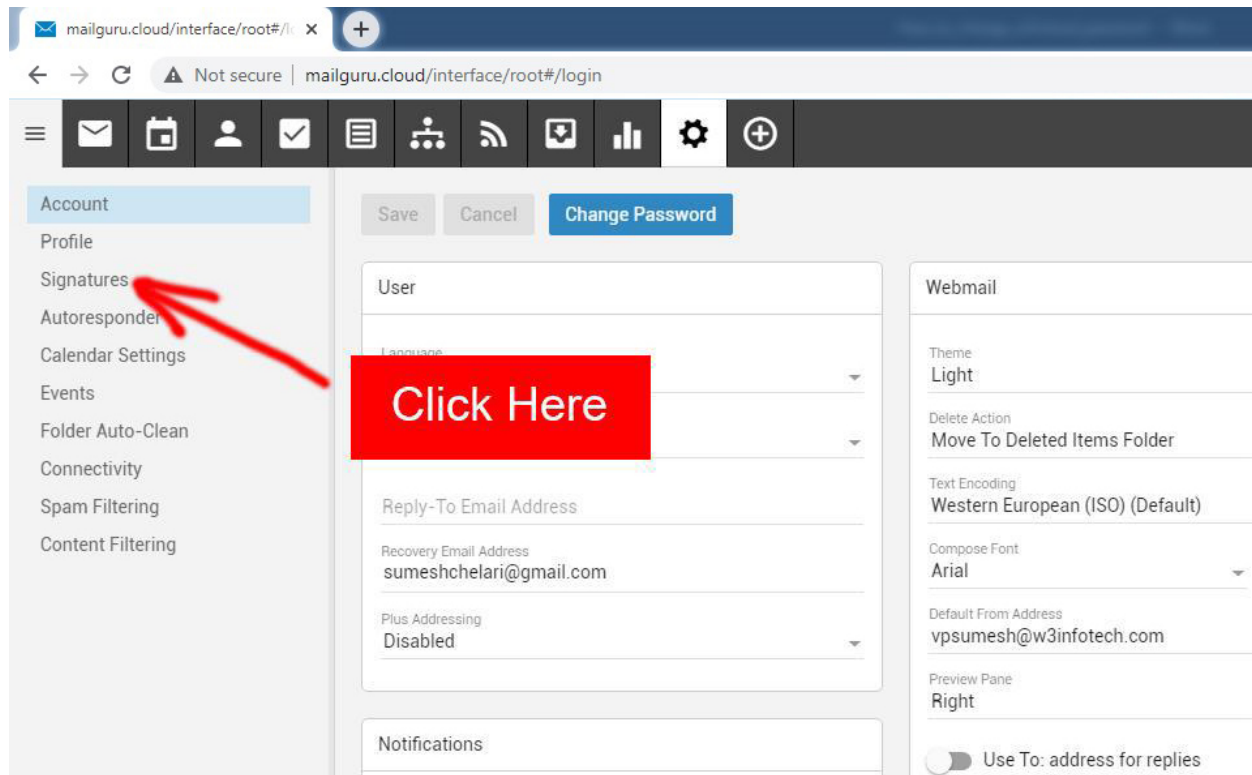
STEP 2

After **LOGIN**, please click to open **settings** tab



STEP 3

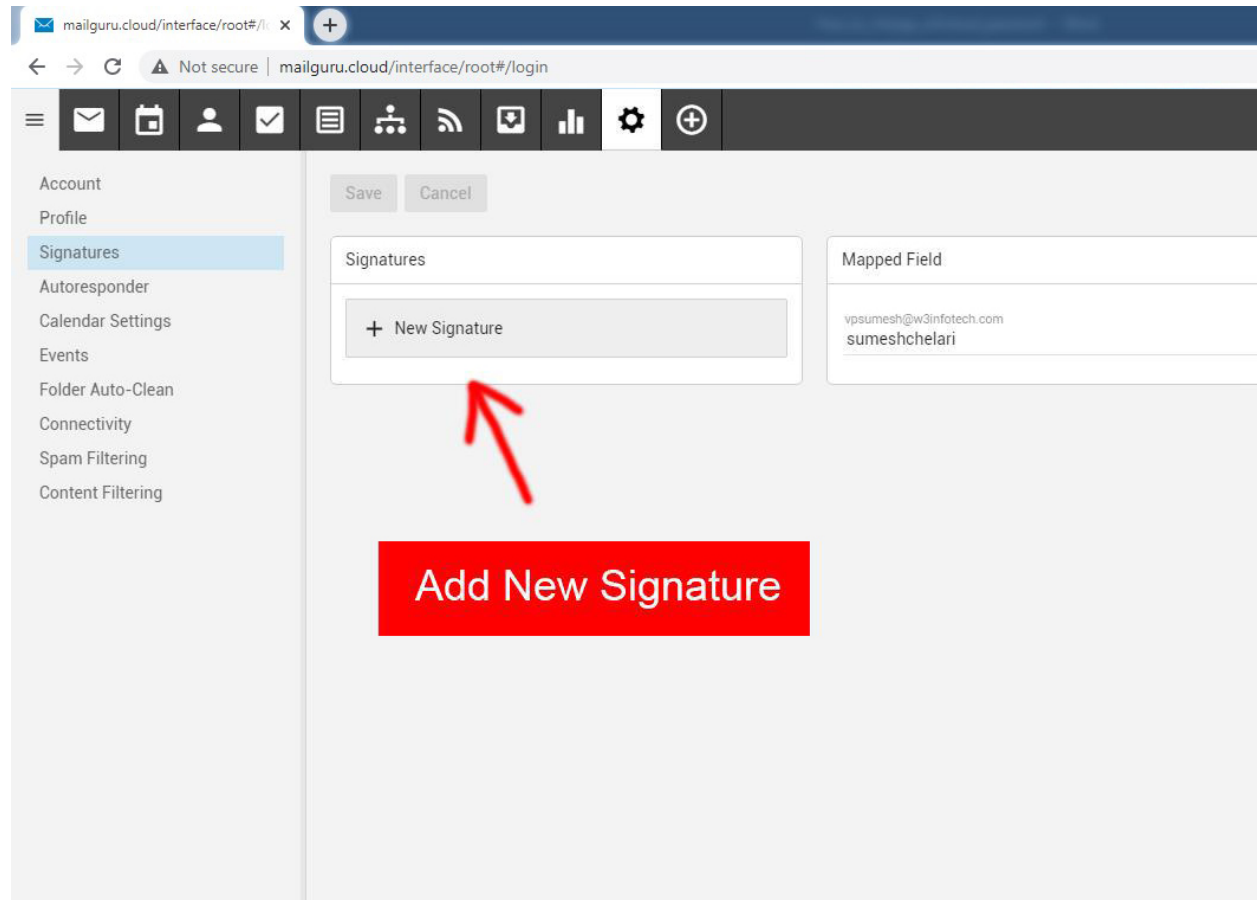
Click Signatures to open **Signature** Tab



The screenshot shows the mailguru.cloud interface. The left sidebar contains the following menu items: Account, Profile, Signatures, Autoresponder, Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Content Filtering. The 'Signatures' option is highlighted with a red arrow. A red box with the text 'Click Here' is overlaid on the 'Signatures' option. The main content area shows the 'Signatures' tab with the following fields: User, Language, Reply-To Email Address, Recovery Email Address (sumeshchelari@gmail.com), Plus Addressing (Disabled), and Notifications. The right sidebar shows the 'Webmail' section with the following settings: Theme (Light), Delete Action (Move To Deleted Items Folder), Text Encoding (Western European (ISO) (Default)), Compose Font (Arial), Default From Address (vpsumesh@w3infotech.com), and Preview Pane (Right). A toggle switch for 'Use To: address for replies' is also visible.

STEP 4

Add **New Signature**



The screenshot shows the mailguru.cloud interface. The left sidebar contains a menu with items: Account, Profile, Signatures (highlighted), Autoresponder, Calendar Settings, Events, Folder Auto-Clean, Connectivity, and Spam Filtering. The main content area shows the 'Signatures' section with a 'Mapped Field' dropdown and a '+ New Signature' button. A modal window titled 'Signature' is open, featuring a 'Name' input field, a rich text editor with formatting options (B, I, U, S, and icons for bold, italic, underline, strikethrough, and a plus sign), and a 'Type here...' text area. Red annotations are present: a red box labeled 'Enter Name' with an arrow pointing to the 'Name' field; a red box labeled 'Enter Description' with an arrow pointing to the text area; and a red box labeled 'Save' with an arrow pointing to the 'Save' button, which is also circled in red.

mailguru.cloud/interface/root#/login

Not secure | mailguru.cloud/interface/root#/login

Account
Profile
Signatures
Autoresponder
Calendar Settings
Events
Folder Auto-Clean
Connectivity
Spam Filtering

Save Cancel

Signatures

+ New Signature

Mapped Field

Signature ?

Name *

B I U S +

Type here...

Cancel Save

Enter Name

Enter Description

Save

Signature **VIEW**

