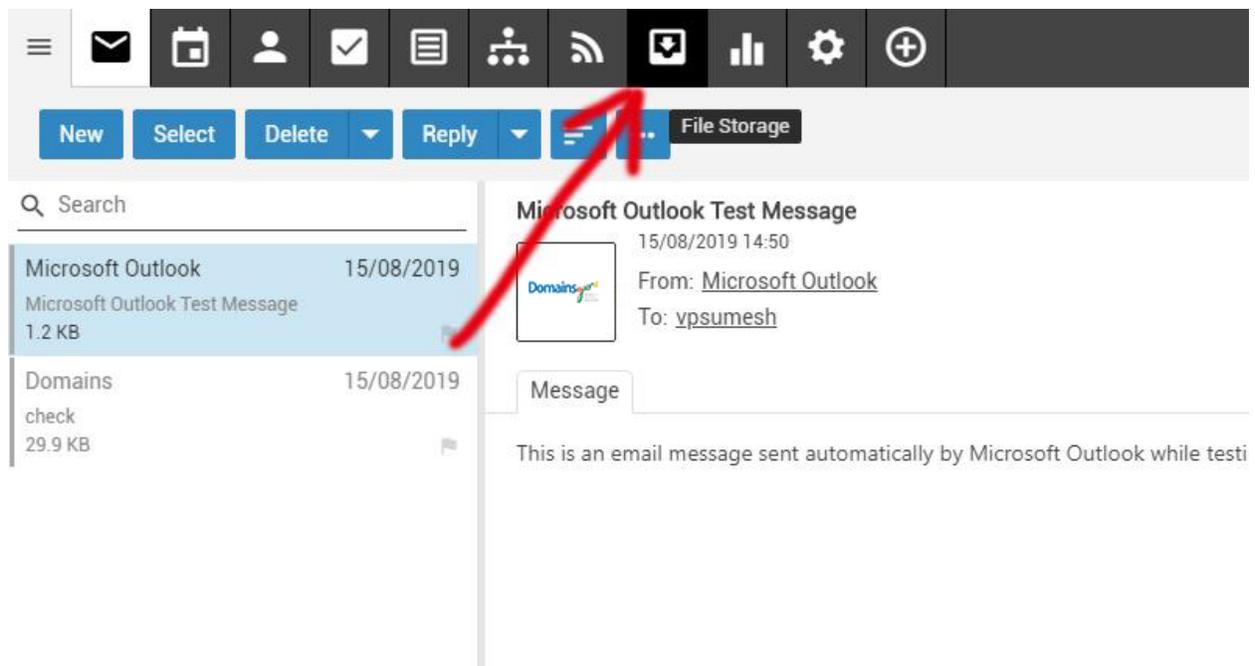


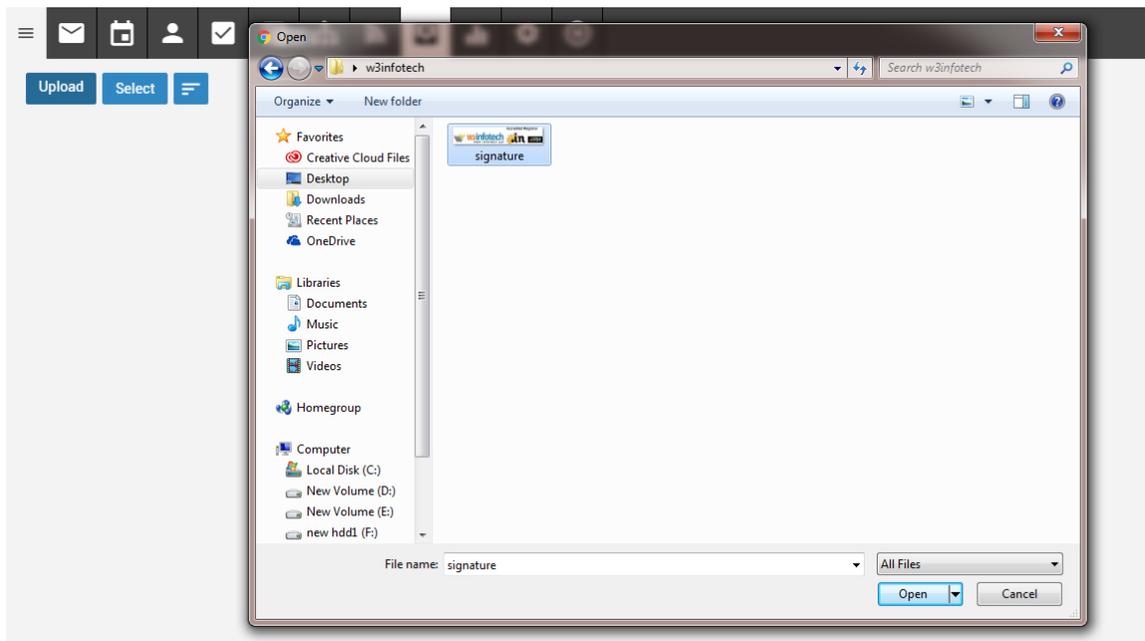
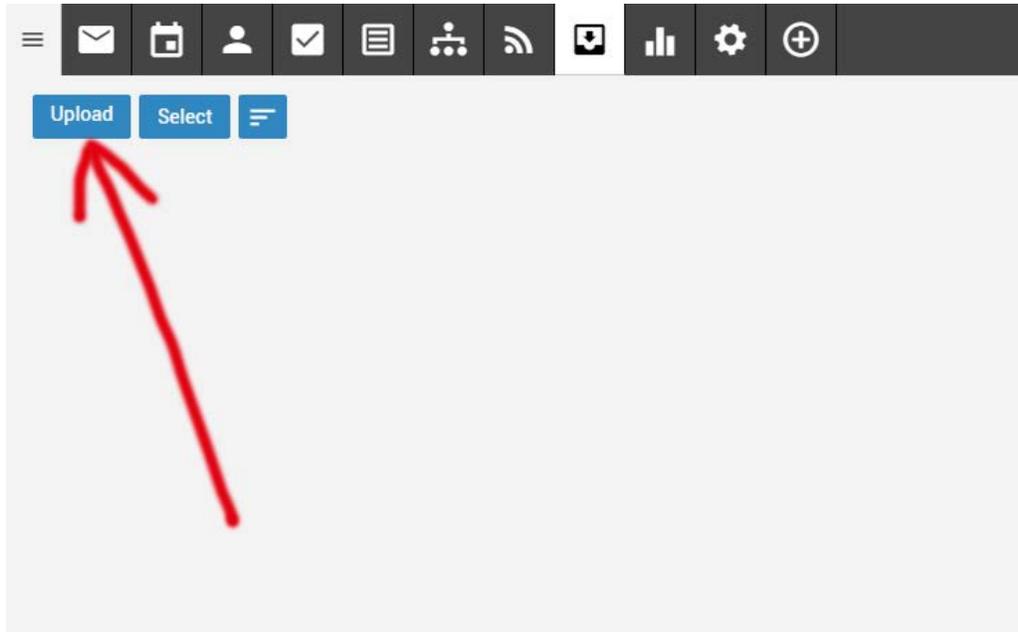
How to Add Signature image in Webmail

To add an image to your signature using Mailguru.cloud File Storage feature follow these steps:

1. Click the **File Storage** at the top.



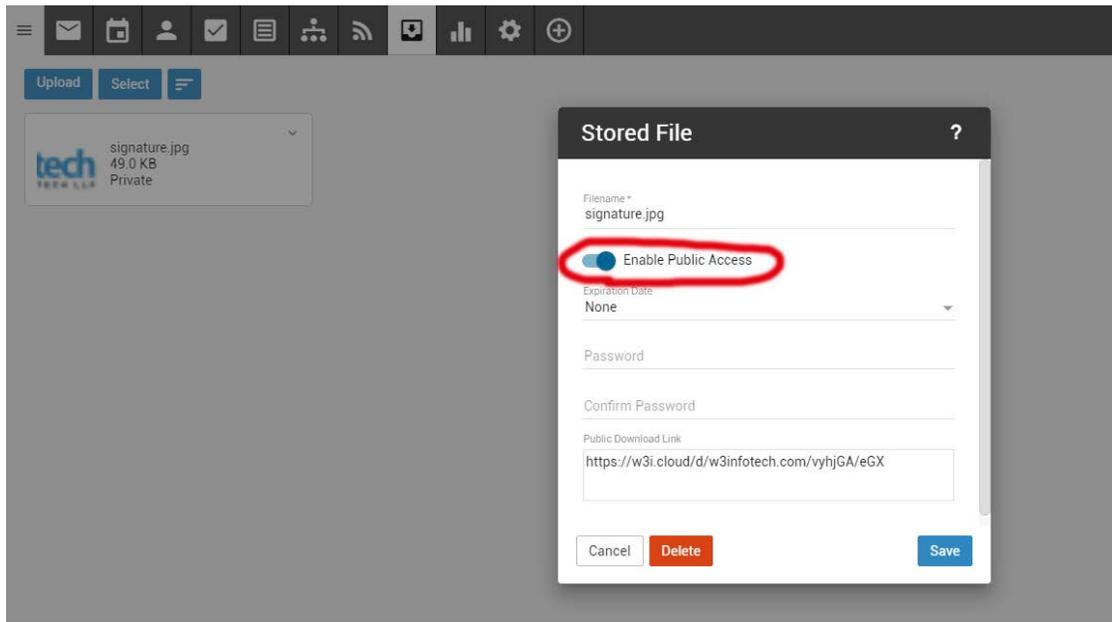
2. Click **Upload** at the top and select your file.



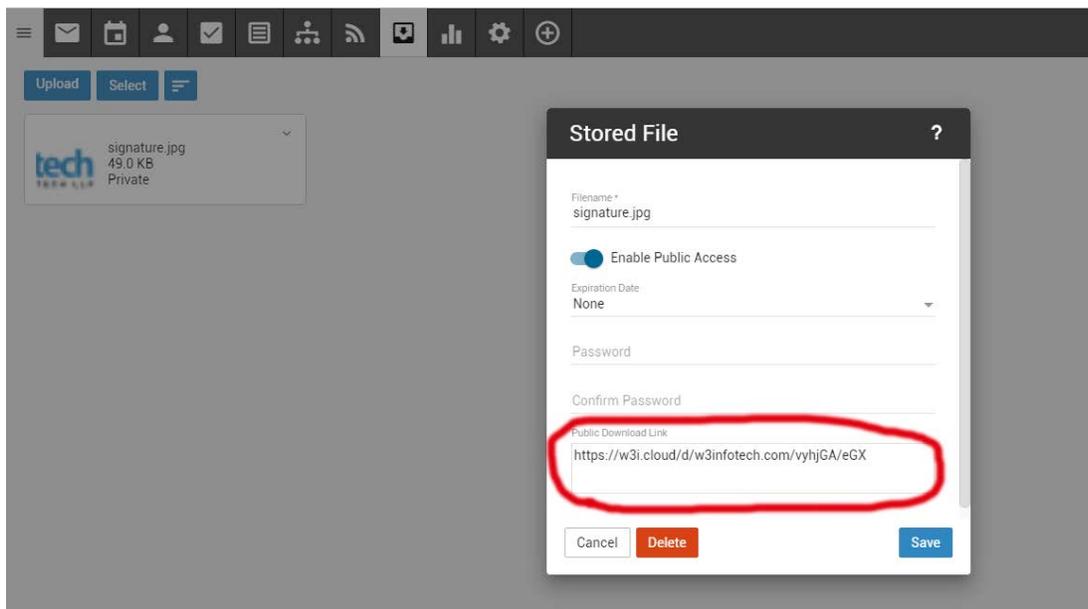
3. Click on the image card to open the configuration options.

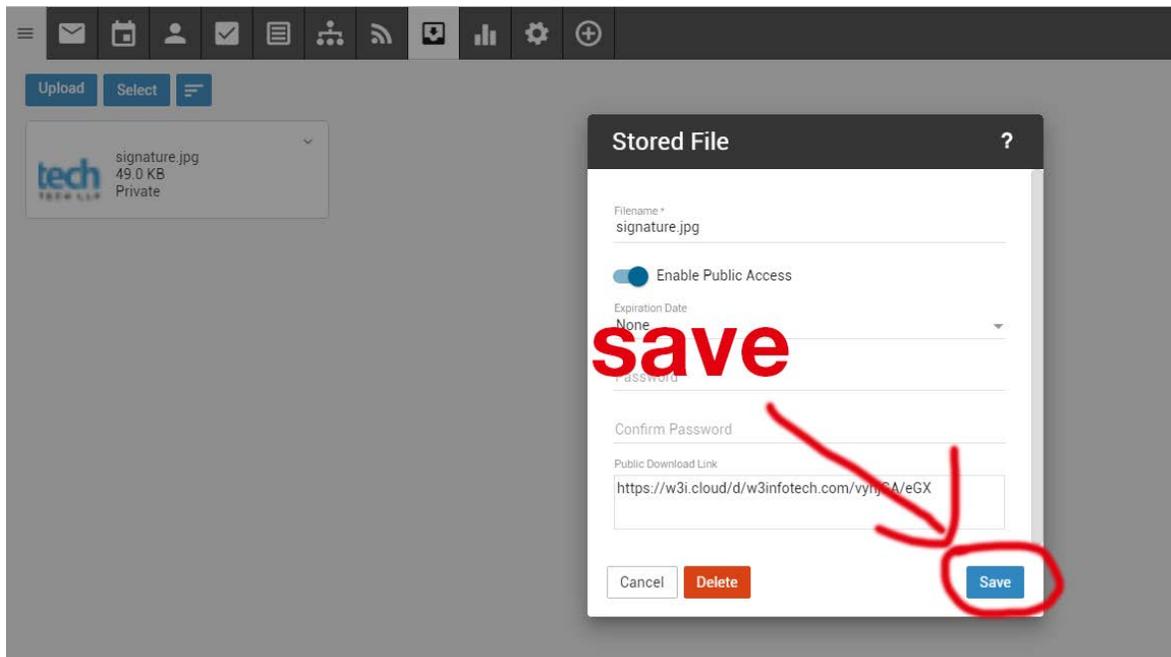


4. Toggle the **Enable Public Access feature** (the downloadable link should appear).

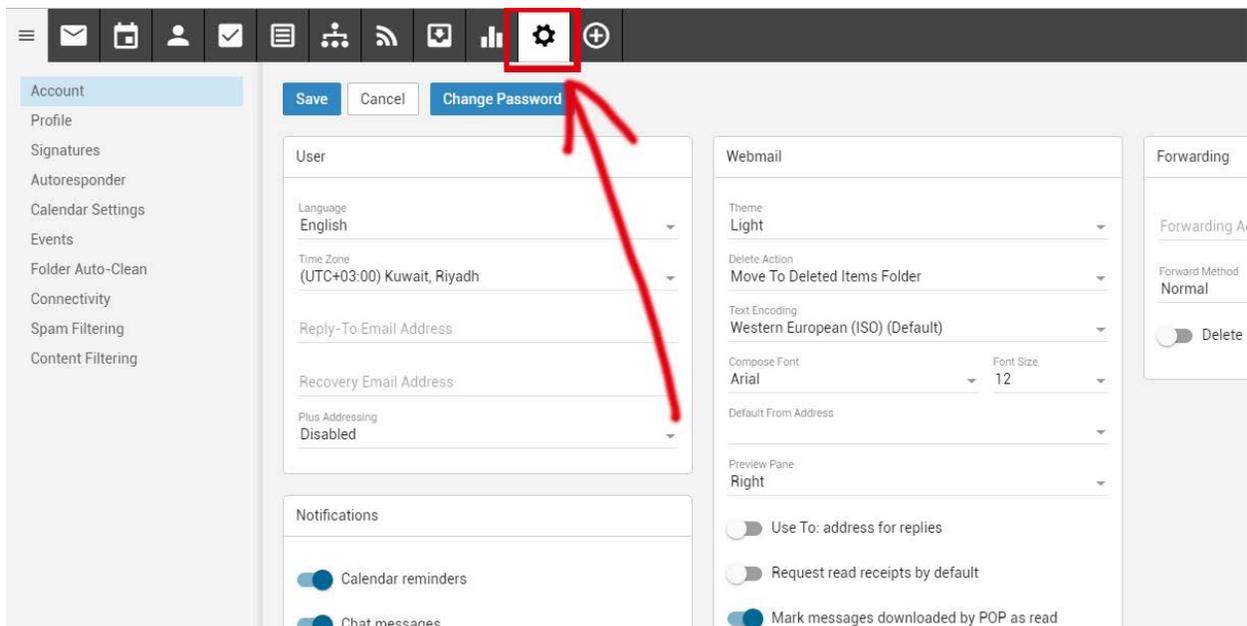


5. Copy the **Public Downloadable Link** (we will use this later) and click **Save**.





6. Click the **Settings** (gear) icon at the top and select **Signatures**.



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

Save Cancel Change Password

Language English

Time Zone (UTC+03:00) Kuwait, Riyadh

Reply-To Email Address

Recovery Email Address

Plus Addressing Disabled

Notifications

Calendar reminders

Chat messages

Webmail

Theme Light

Delete Action Move To Deleted Items Folder

Text Encoding Western European (ISO) (Default)

Compose Font Arial Font Size 12

Default From Address

Preview Pane Right

Use To: address for replies

Request read receipts by default

Mark messages downloaded by POP as read

Forwarding

Forwarding A

Forward Method Normal

Delete

7. Click + New Signature.

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

Save Cancel

Signatures

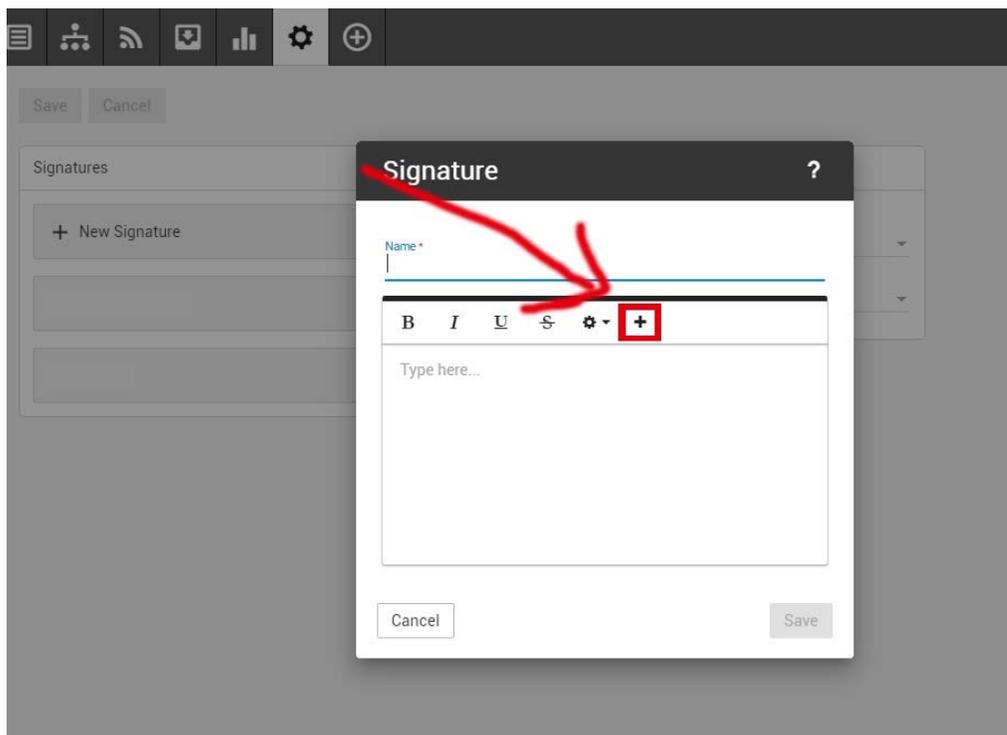
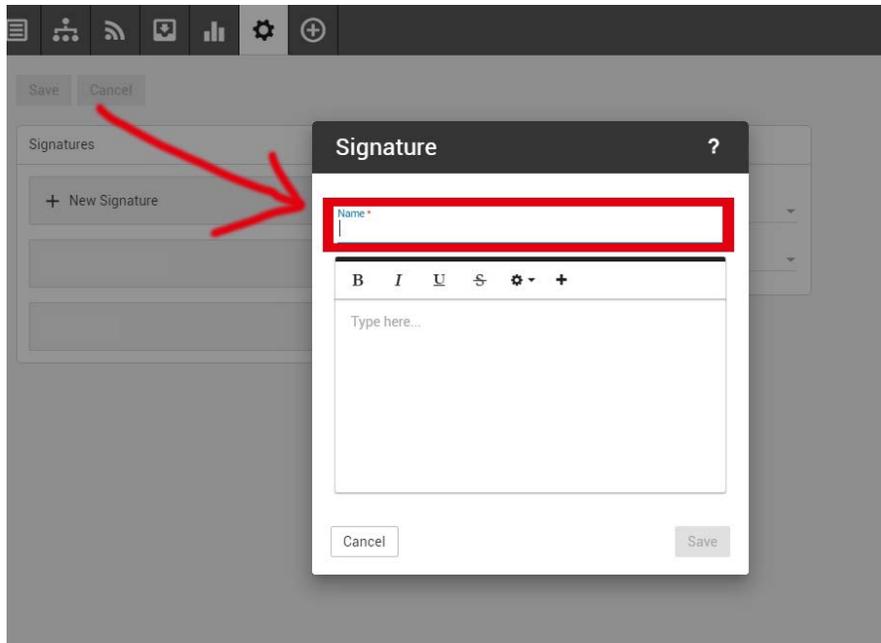
+ New Signature

Mapped Field

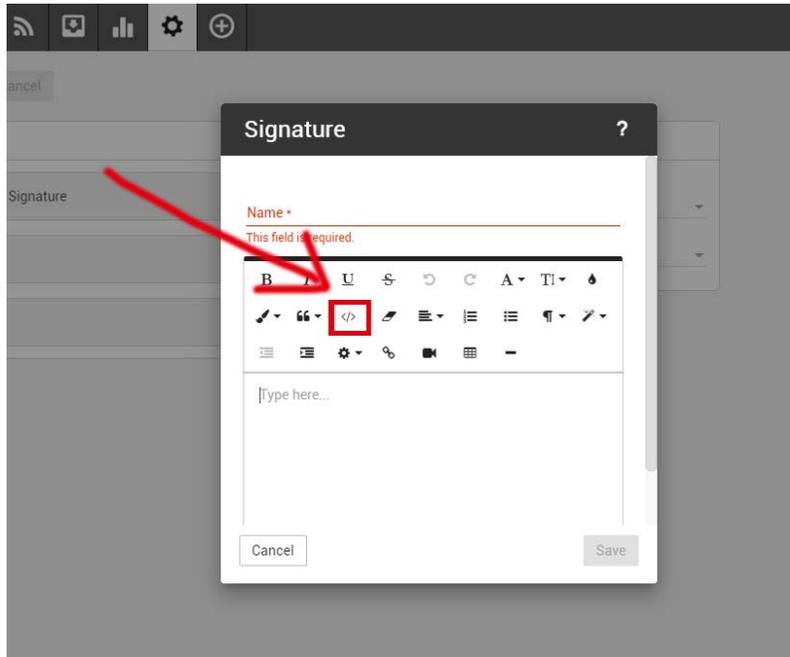
vpsumesh@w3infotech.com
sumeshchelari

DOHA@w3infotech.com
Use Primary Signature

8. Add a **Name** and select the **+** symbol above the text area to expand the text options.



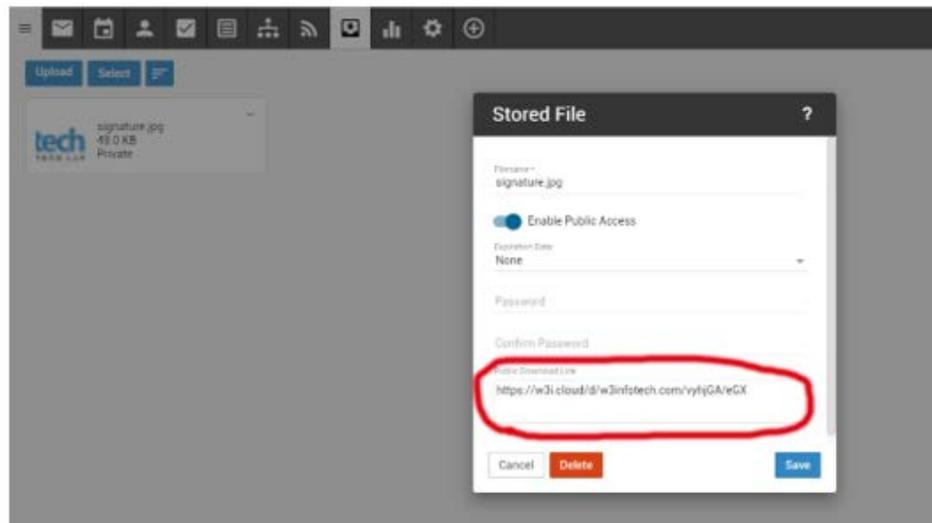
9. Select the **Code View** (</>) icon and past in your image code:



10. ``

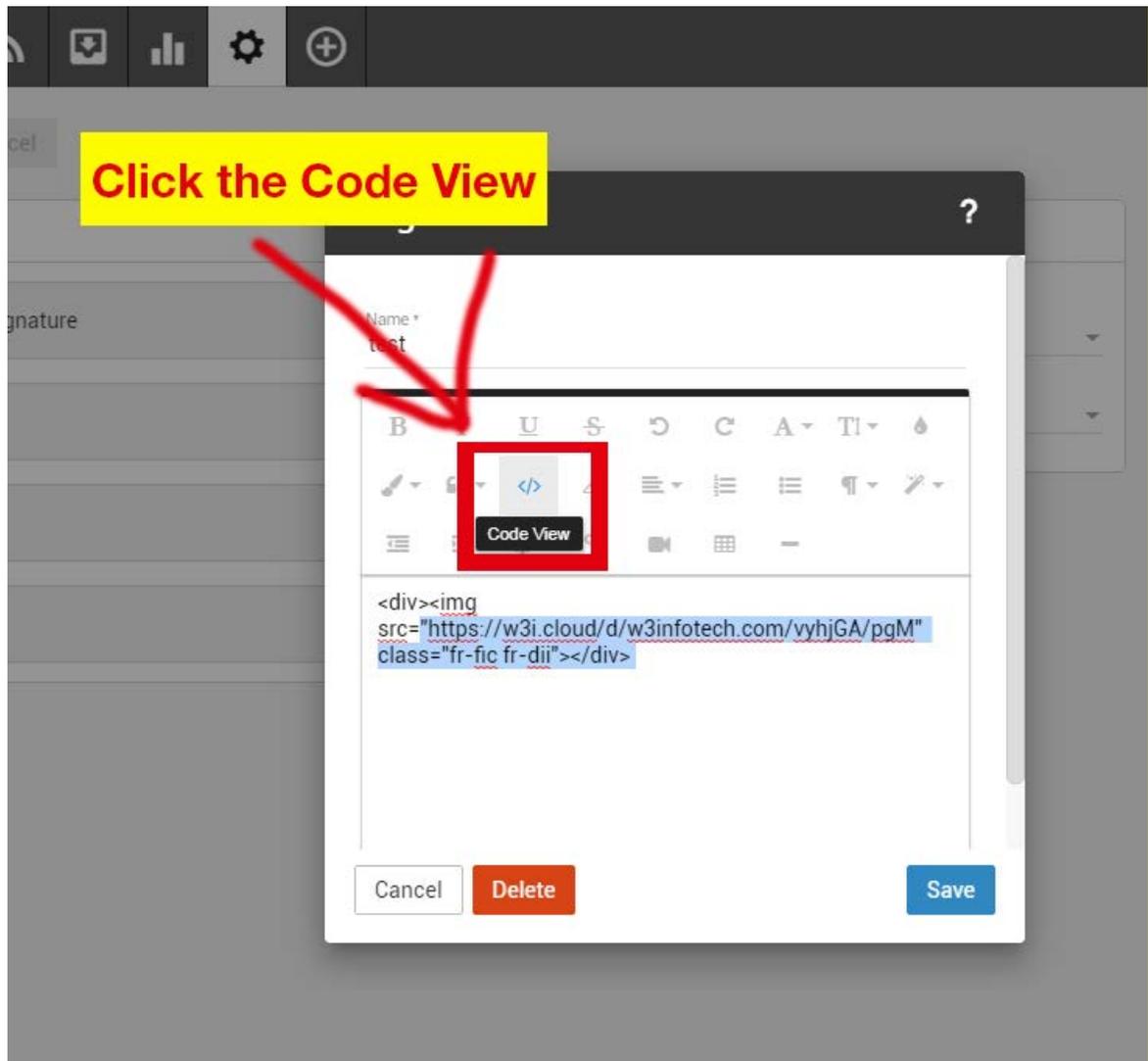
Use Step 5 copy Link

5. Copy the **Public Downloadable Link** (we will use this later) and click **Save**.

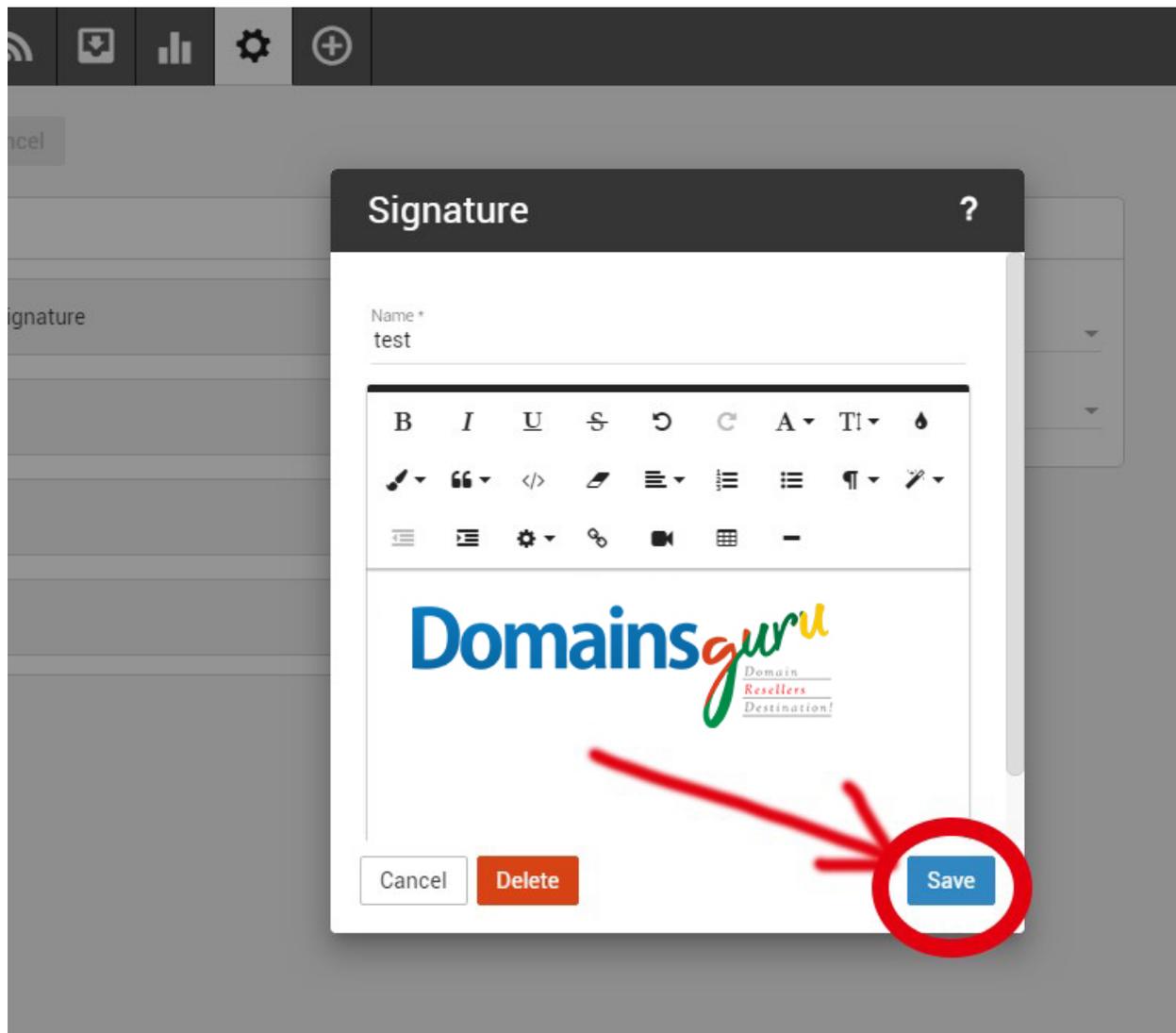


The image shows a signature editor interface. At the top, there are icons for menu, share, RSS, download, analytics, settings, and a plus sign. Below these are buttons for 'Save' and 'Cancel'. The main area shows a signature with the name 'test'. A modal window is open for editing this signature. The modal has a title 'Name*' with the value 'test'. It contains a rich text editor toolbar with options for bold, italic, underline, strikethrough, undo, redo, text color, and background color. Below the toolbar is a text area containing the HTML code: ``. A yellow box highlights this code with the text ''. A red circle highlights the same code in the text area. At the bottom of the modal are buttons for 'Cancel', 'Delete', and 'Save'.

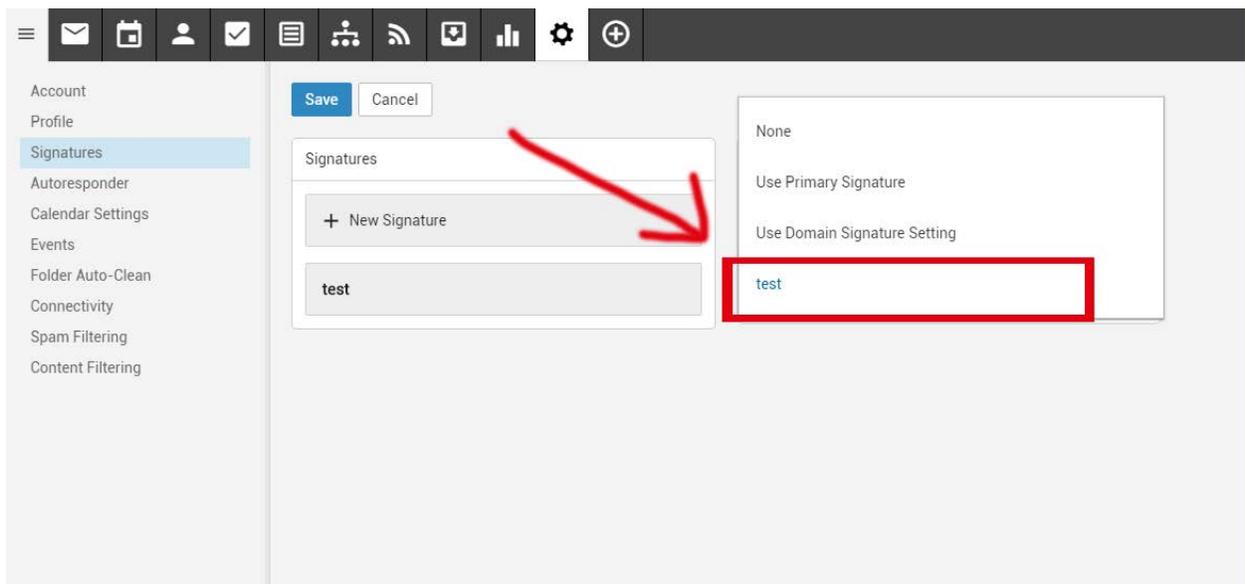
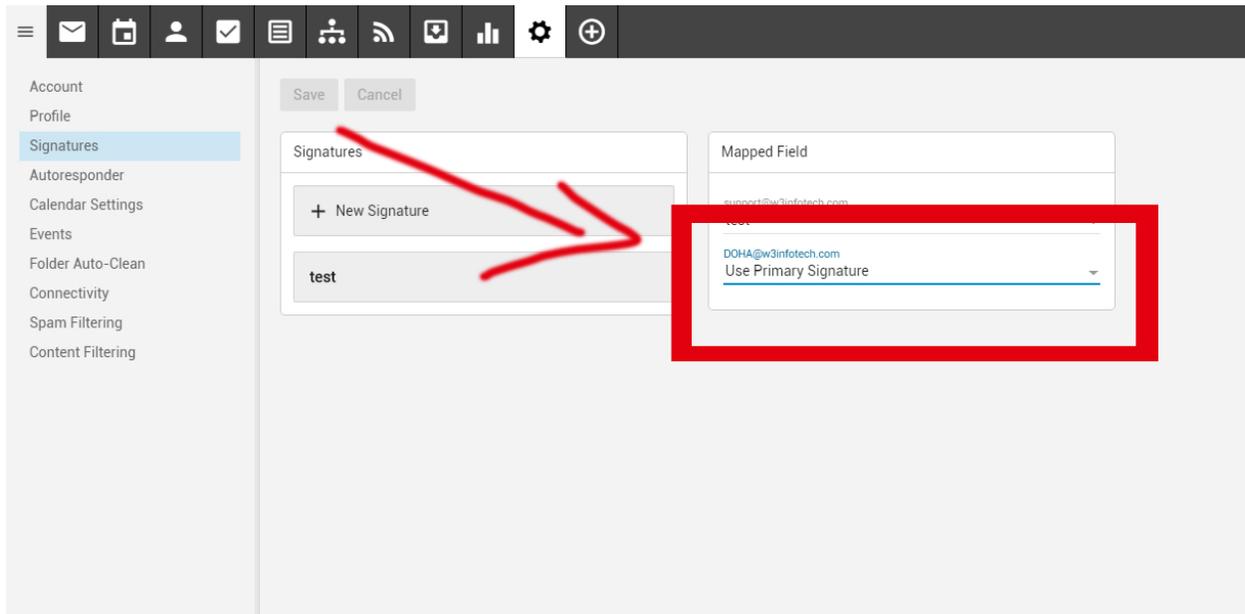
11. Click the **Code View** (</>) icon to return to the default text editor and add your signature text if applicable.



12. Click **Save**.



13. At this point, if you haven't already, select your defaulted Signature from the **Mapped Field** list.



14. Click **Save**.

