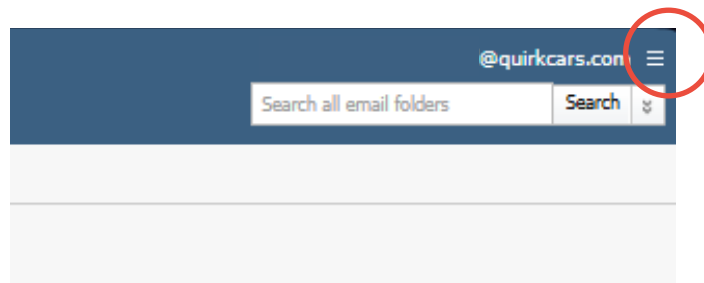




## UPDATING YOUR SIGNATURE IN RACKSPACE EMAIL

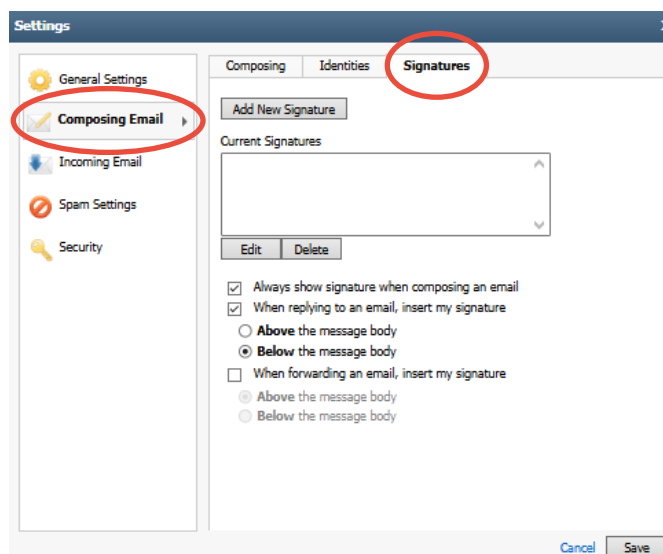
**STEP 1:** Log into your company email, either through **Quirk World** or visit the link at <https://apps.rackspace.com>.

**STEP 2:** In the top right corner, click on the **hamburger menu** - *shown below*.

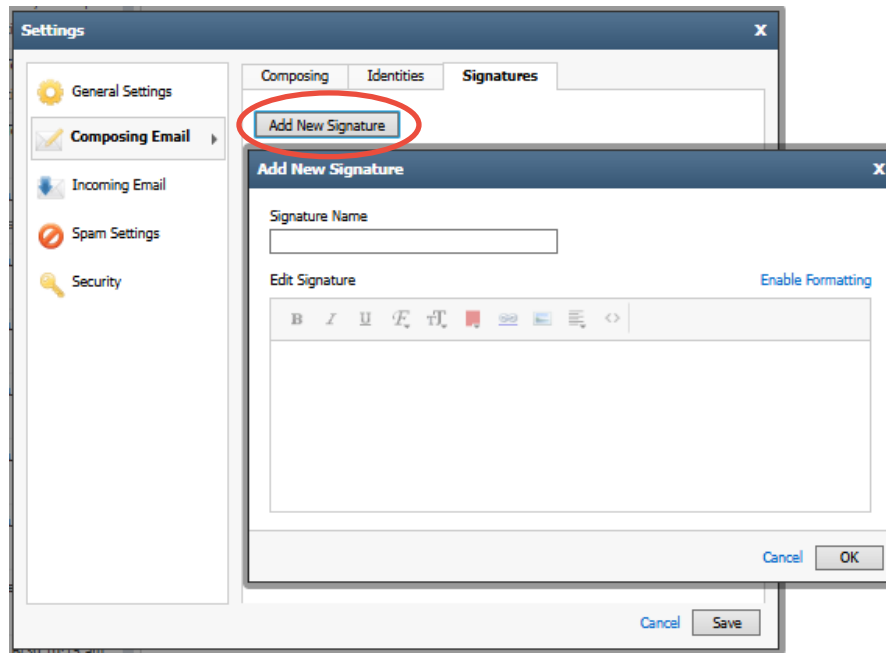


**STEP 3:** In the dropdown menu, click on **"Settings"**.

**STEP 4:** Once the pop-up window appears, click the **"Composing Email"** tab on the left-hand panel and navigate to **"Signatures"** - *shown below*.

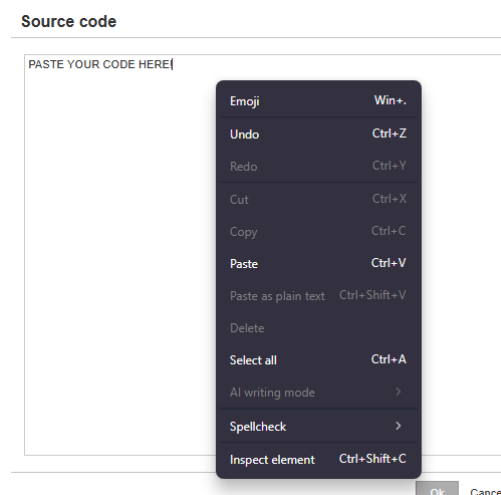


**STEP 5:** Click the button that says “Add New Signature” and name it.



**STEP 6:** Click the “Enable Formatting” button on the right; this will allow access to edit your signature.  
Click the “<>” icon at the end of the “Edit Signature” bar.

**STEP 7:** A popup window titled “Source Code” will appear.  
Visit the link [here](#), select all the text in **HTML**, right-click and **copy**.  
right-click and **paste** the code in the box, and finally click “OK”.



**\*\*\* In the event the link provided above does not work, a text document is attached for you to copy and paste from; the steps remain the same!**

**STEP 9:** After hitting “OK”, your new email signature will appear!  
**Fill in your work-related information in the spaces provided!**  
Double-check your work, and then click “OK” once you are complete.

**STEP 10:** Make sure you see your new correct email signature listed.

**IF YOU DO:** Make sure to hit “Save” and you are all set to go!

**IF YOU DO NOT:** Please refer to **Step 5** and try again.

**QUIRK**