

Create Email Signature

Follow the directions below to set an email signature on your LETU Webmail. Individuals must do this for themselves as the IT Help Desk has no access to individuals' email settings.

Step-by-step guide

1. Login to mail.letu.edu from a web browser
2. Click the **Settings** ("gear") icon
3. In the *Search All Settings* field, start typing the word "Signature"
4. Click **Email Signature**
5. Select the appropriate checkboxes corresponding to your preference
6. Compose a new signature or paste an existing one inside the text box
7. Click **OK**

✓ Below is an example template for a LETU Employee email signature

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