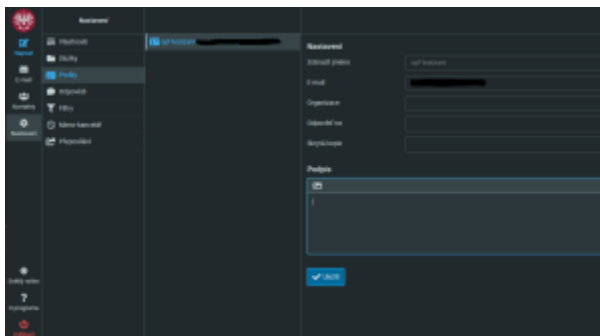


Setting up an automatic signature

- after logging in, in the left menu select **Settings**, then **Profiles** and select the profile
- a field for disabling data will appear
- Insert your chosen signature into the field **Signature**
- after filling in, select **Save**



Setting up an automatic signature with a logo

If you would like to add the faculty logo to your automatic signature, there are two steps:

1. turn on the HTML editor
2. insert the signature and logo

Inserting the automatic signature

- after logging in, in the left menu select **Settings**, then **Profiles** and select the profile
- a field for disabling data will appear
- activate **html** editor by clicking on the icon below the title **Signature** (Fig 1)
- using the penultimate option (icon as for activating the html editor) insert the desired logo (from the link or from the local storage) and specify its size (recommended width 200 and height 156) (Fig 2)
- don't forget the signature **Save**

Fig 1

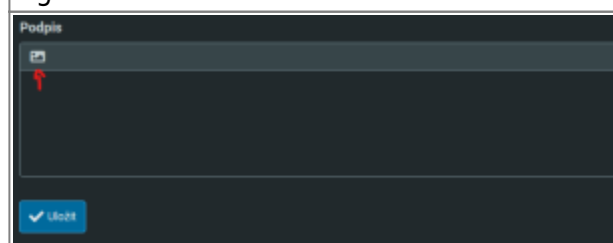
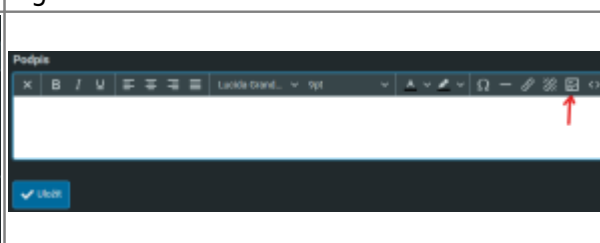


Fig 2



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