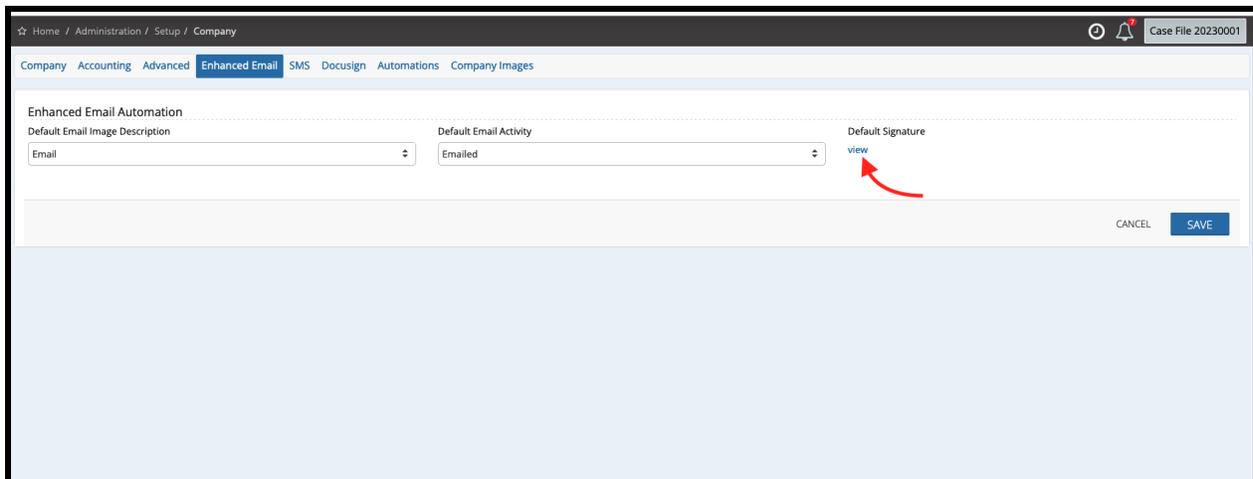# Adding an Enhanced Email Signature

Overview

This document details how to add a signature in CMPOnline used when sending an email with the Enhanced Email add-on. This document details two areas where you can configure this signature, the default signature and the user's personalized signature.

Setting the Default Signature

If you have a default signature you wish to be used throughout your company, you may set the template for that under the company settings. **Please note though, users will still have to follow the steps below for setting up their individual signatures.**

- Navigate to Administration > Set Up > Company > (Enhanced Email).
- Click "view" under Default Signature.

- Populate the text box with the default signature you wish to use. This can be a mix of text you wish the user to change and text you wish to keep as seen below.


- Once done, close and click Save.

Adding an Enhanced Email Signature

Setting User Signatures

- Navigate to User Preferences.
- Click "view" under the Enh. Email Signature section.
- If your company has set up a default signature, as seen above, click (get default) and change the text as needed.
- If your company has not set up a default signature, begin to create your signature as needed.
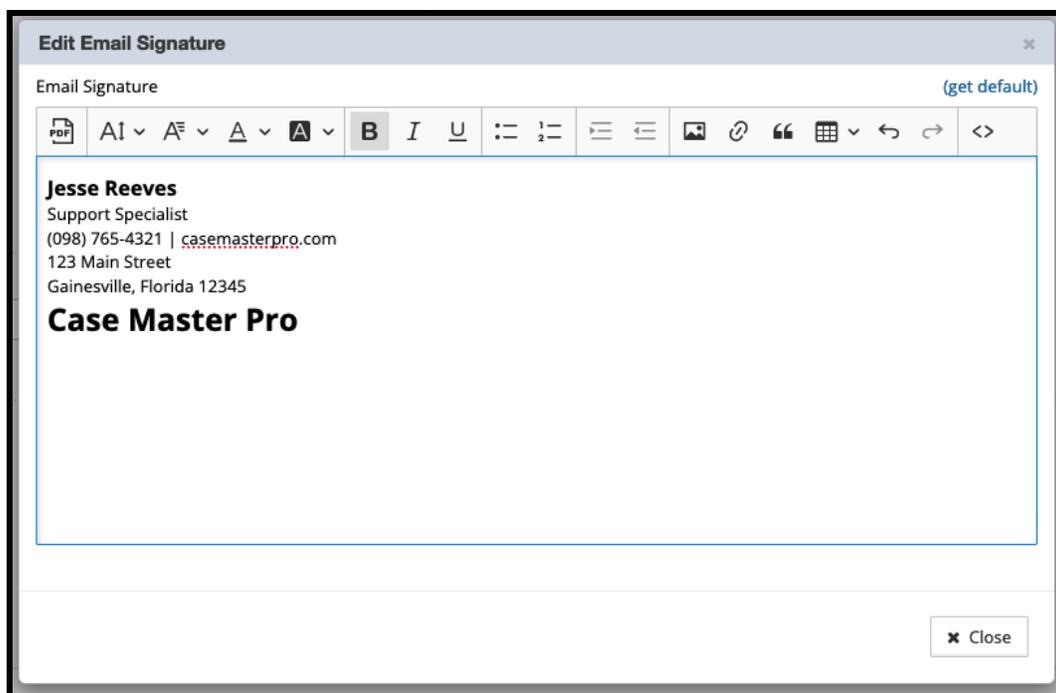
- Click close, then click Save.
- Now, once you begin to write an email using the enhanced email automation feature, this will automatically populate for you.

Questions?

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