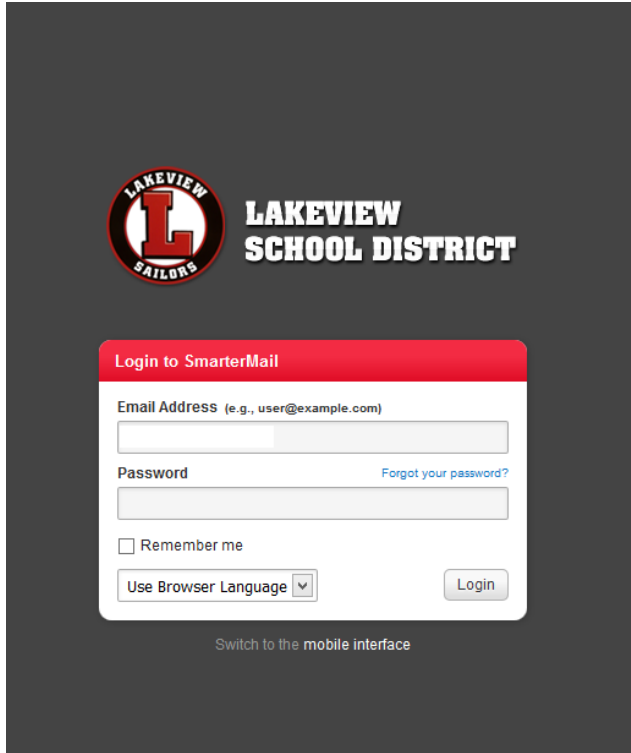
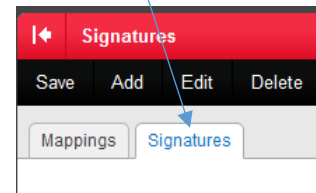
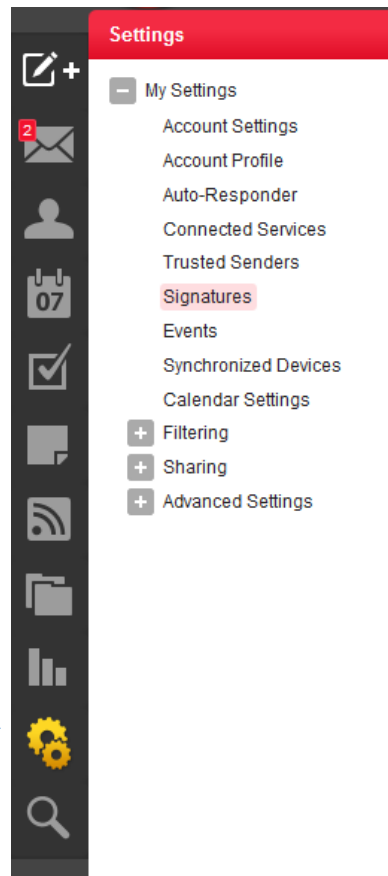


## Setting Up your custom signature for your e-mail

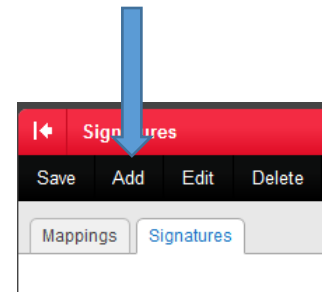
1. Log into your Lakeview E-Mail account at [www.mail.lakeview.k12.pa.us](http://www.mail.lakeview.k12.pa.us)



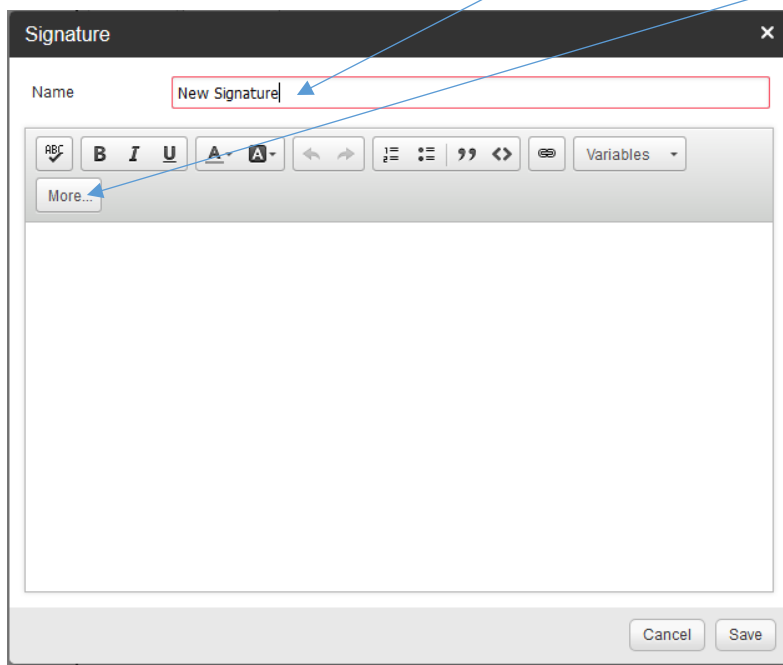
2. Click on the gears on the left of the page as shown and then select the signatures tab from the signatures menu.



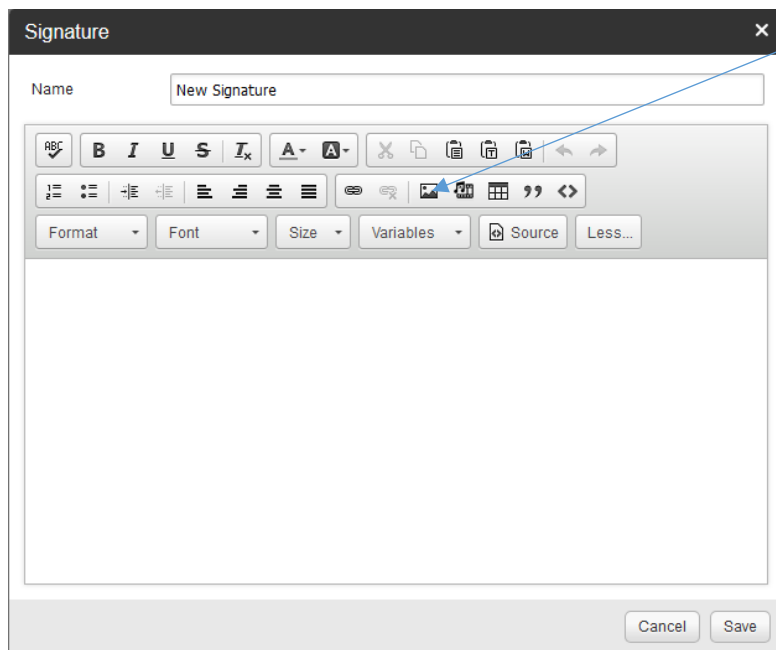
3. Click Add to open the dialog box for a new signature file.



4. Type the name of your new signature file in the name box and then click on the more icon.

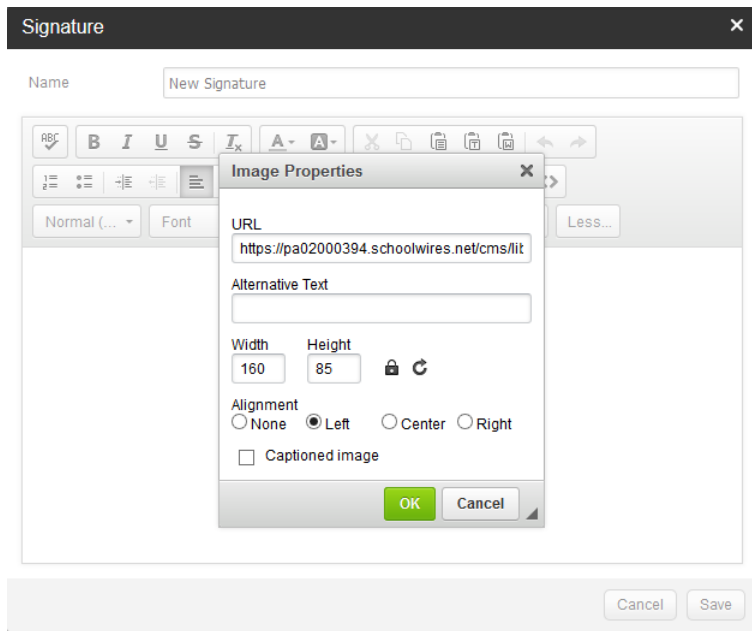


5. Once you have clicked on the "More" icon you will see an expanded menu. Click on the "image" icon.

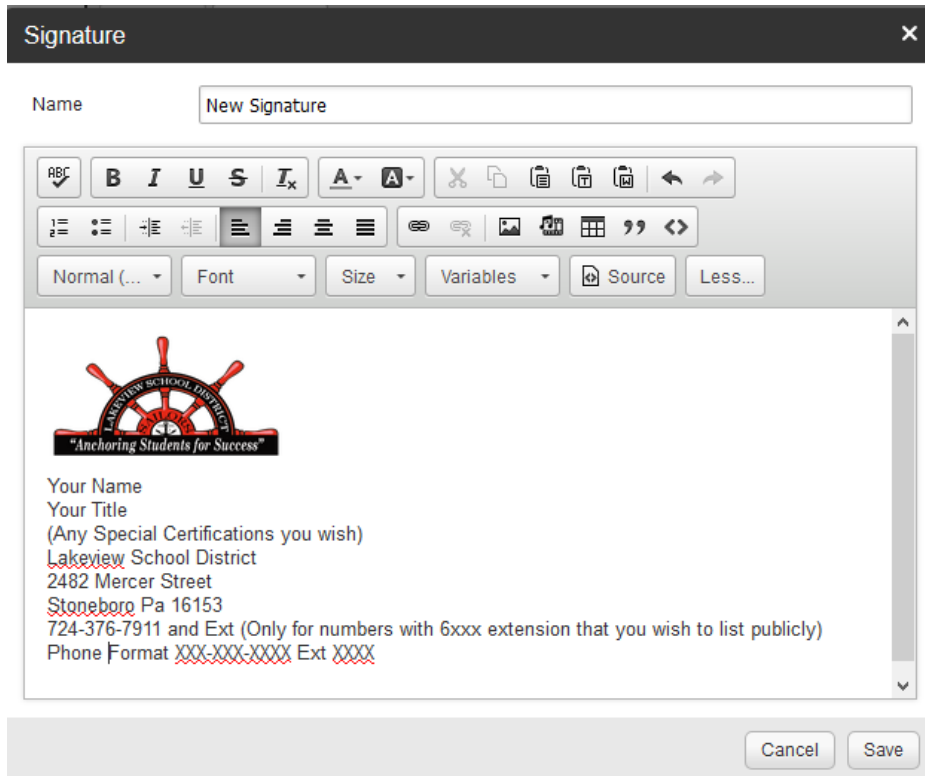


6. Clicking on the image icon will bring up a new menu called “Image Properties”. Copy the following link into the blue URL box. Then type 85 in the height box and also select left alignment option. Click “OK” to finalize.

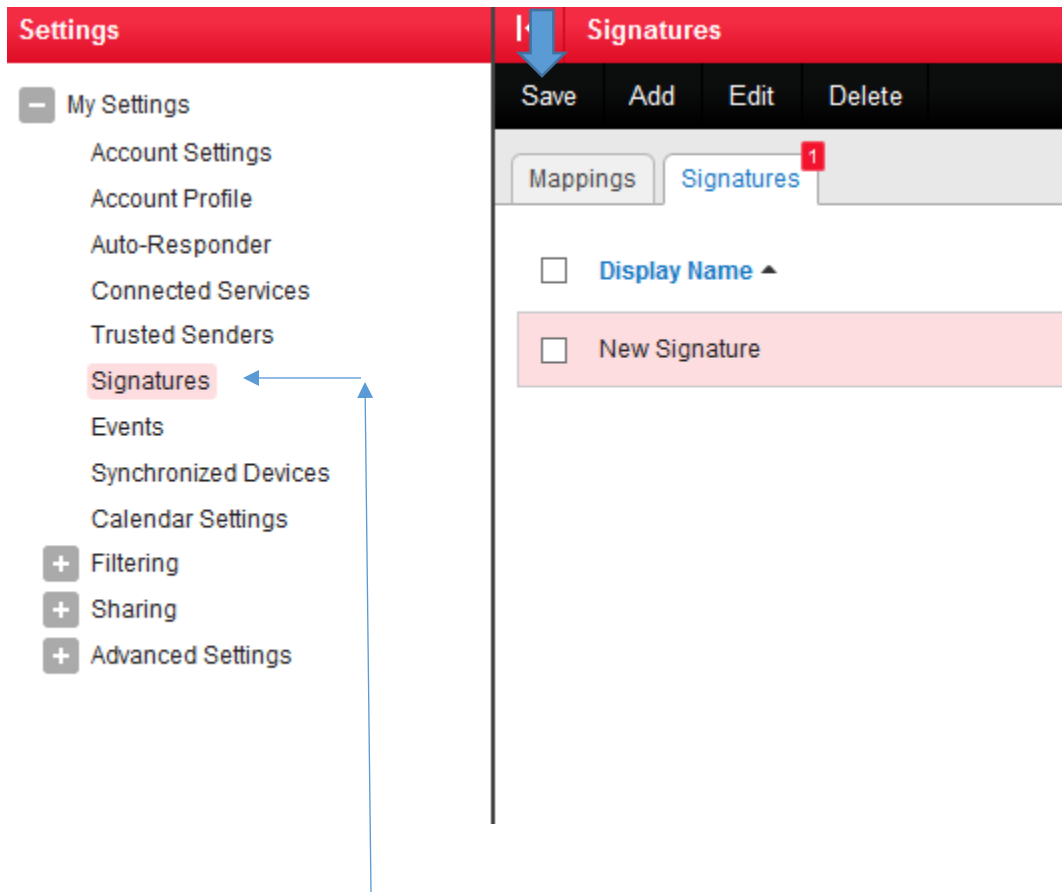
<https://pa02000394.schoolwires.net/cms/lib/PA02000394/Centricity/Template/GlobalAssets/images///Logo/logo%207.png>



7. You will now see your image on your signature page. You must now add your custom information in the following format. Click one time to the right of the image and then hit enter to move your cursor down to the correct position where you can type in your contact information as shown. Select the “Save” icon when you are finished entering your information.



8. Your next screen will look like this and you must hit the “Save” Icon once more.



9. Next, click on the Signatures field under the setting column menu. When you do, your screen will look like the one below. Select the dropdown box and then select the name you have given to your signature file and then click the “Save” icon one last time. The custom signature file will now be attached to any e-mail you send.

