

Configure signature to be displayed

Overview

You can configure the signature text which will be appended to the message text when you start writing a new email message. The signature can be configured in the plain text format or in HTML format. Create an HTML format signature if you mainly send formatted (HTML) messages and to enable the formatting of your signature. HTML formatted signatures allow embedding images which are sent with outgoing messages. The maximum allowed file size is 64 KB.

Configure your signature preferences

You can configure the signature preferences from the **Settings > Preferences > Composing Messages** (<https://docs.mithi.com/home/how-to-configure-preferences-using-settings-using-baya4#composing-messages>) interface. This will allow you to configure when and how signatures are inserted.

Configure signature to be inserted

1. Go to the **Settings** interface.
 2. Choose **Identities** under **Settings** and click your email address.
 3. If you use plain text messaging, then use a plain text signature.
 4. If you want to configure the HTML signature, check the HTML signature box.
 5. Fill in the box for your signature. You may **customize** the **font size** and which **font** to use. Add **links** to your website, etc.
 6. To add an image to your signature,
 - On the HTML formatting toolbar, click the **Insert/edit image** icon and then select the image on your machine.
 - You can drag & drop it into the signature box.
 - Another way to insert an image is to paste an image from your clipboard after copying it from another application or browser window.
 - You can decide the dimensions of the image to be inserted or edit it later to re-size while formatting the signature.
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