

Set an Email Signature in Matrix

Set the signature Matrix adds to the bottom of emails you send.

Set your signature

1. Open the Utility Menu (look for [Hello, Your Name] at the top right). Select Settings.
2. Select My Information.
3. Select Email Signature.
4. Enter or edit your signature in the editor.
5. Select Save.

Tips

- This is the text at the bottom of Matrix emails. Logo and colours for those emails are a Brand Kit. See Branding Center and Brand Kits in Matrix.

Source: <https://support.itsosystems.ca/kb/126>