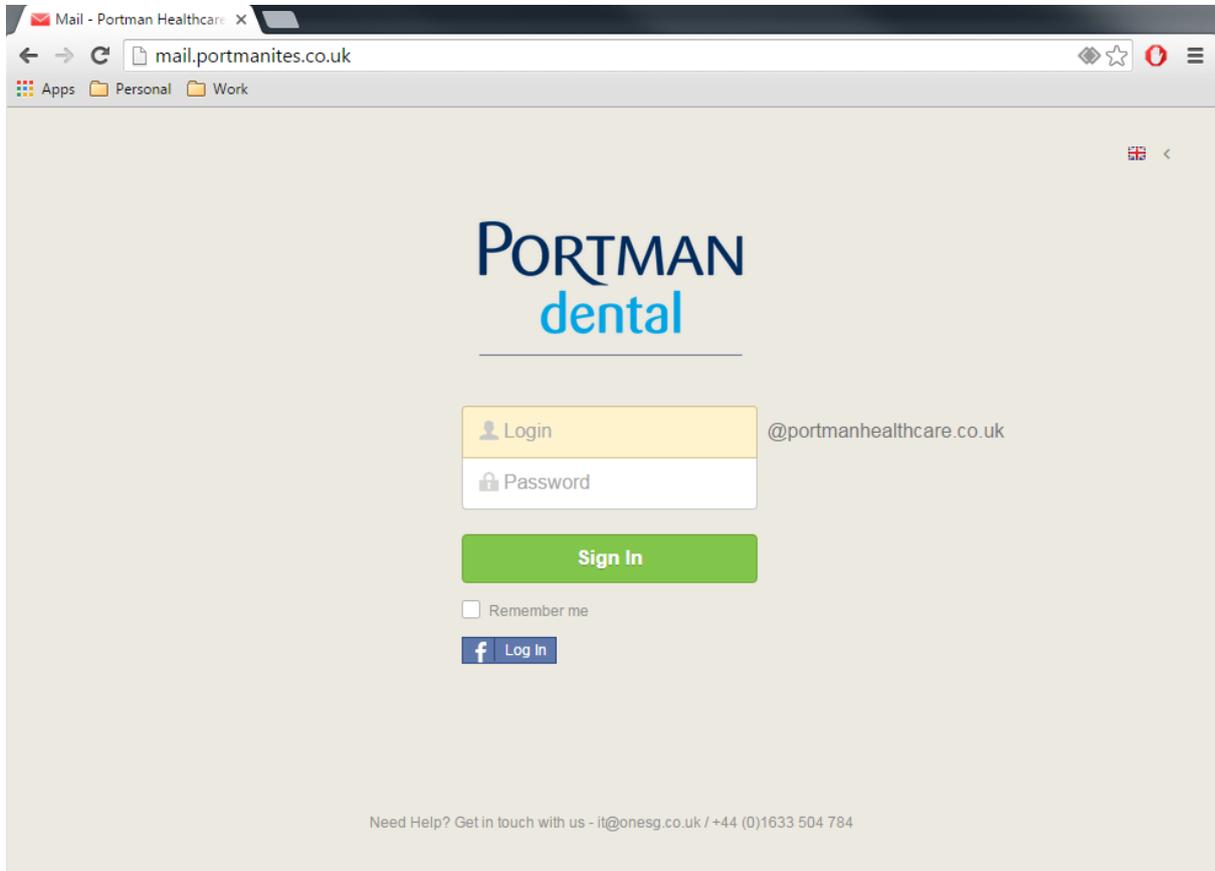


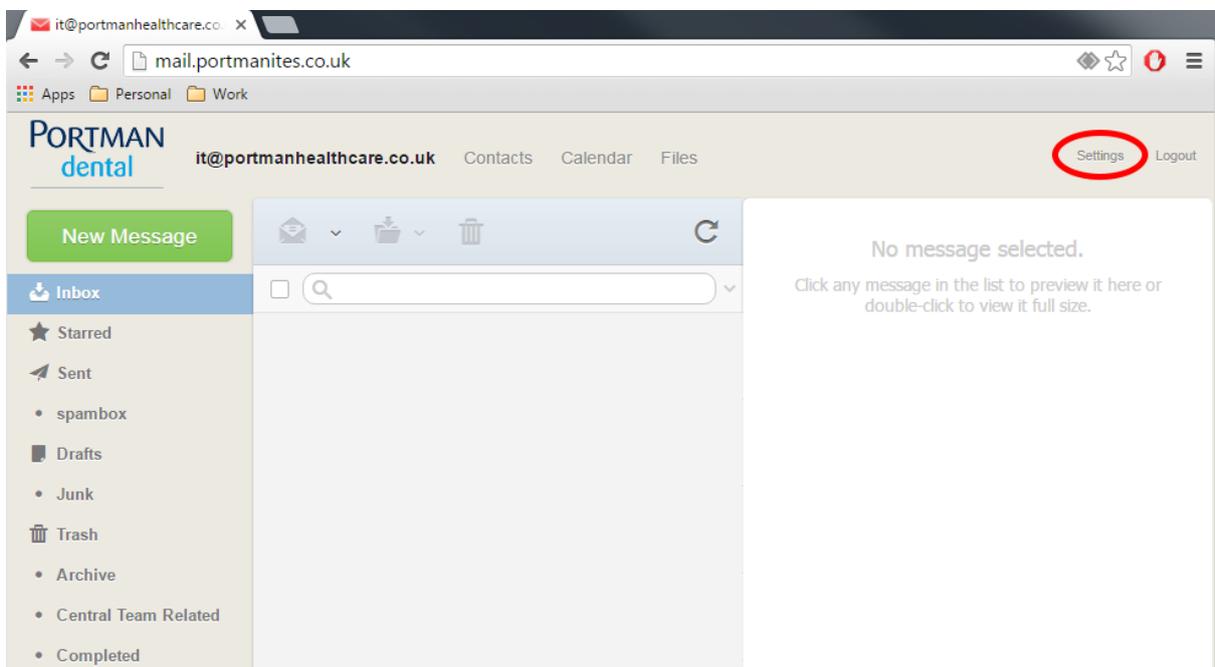
Portman Webmail – Signature

Go to <http://mail.portmanites.co.uk>

Log in with your email address and password

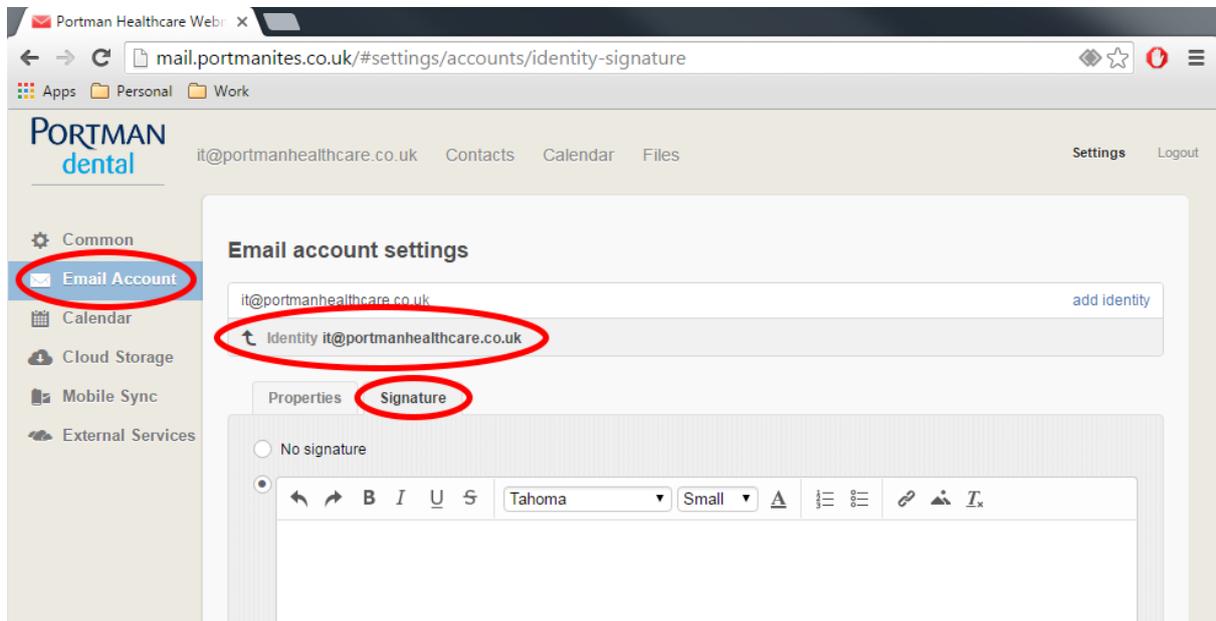


Click **Settings** in the top right hand corner



In the left hand menu, click **Email Account**

To the right, you will see your email address next to the word **Identity**. Click this, and then click **Signature** underneath



From here, you will be able to create your signature. It should include:

- Your Name
- Your Job Title
- Your phone number
- Your practice website address
- Your practice logo with 'part of Portman Dental' in text underneath

As an example:

John Smith
Receptionist

Telephone: 01524 894 325

Website: www.portmandental.o.uk



Part of PortmanDental

The Portman Dental website link, logo and the legal text about Portman are automatically added when a message is sent, so you don't need to add these.

To add your practice logo to your signature, you must have it uploaded to your practice's webpage. Follow the steps below to add it to your signature:

Go to your practice's website

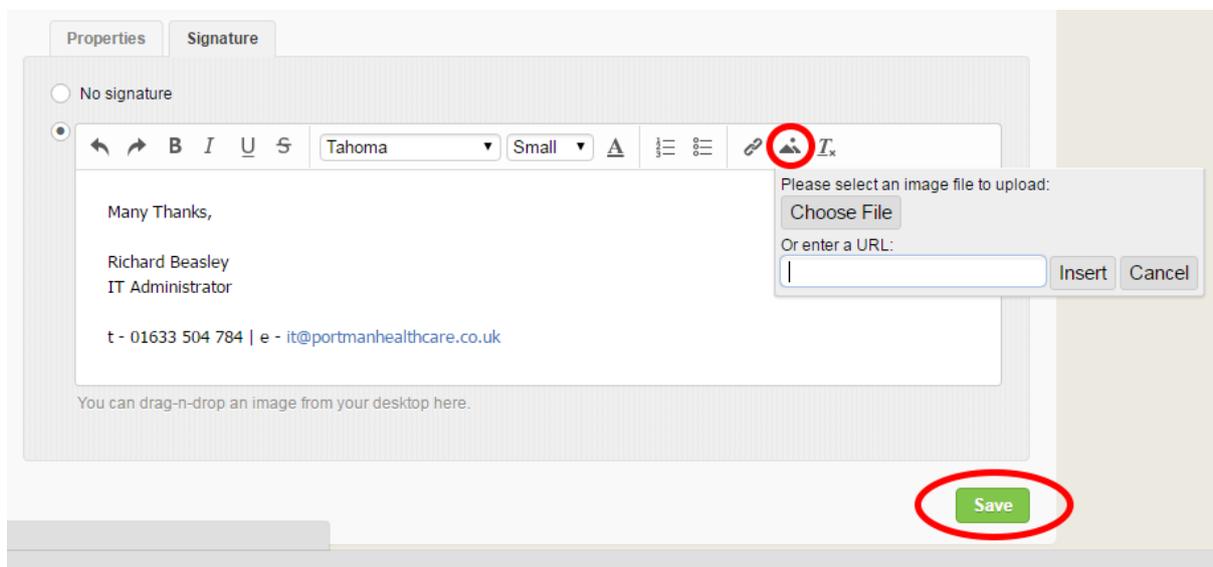
Find the logo, right click it and:

In Google Chrome, select '**Copy Image Address**'

In Internet Explorer, select '**Properties**' and copy the text next to **Address (URL)**

In your signature, click the **Insert Image** button

Paste the url into the box and click **Insert**



Once you are happy with your signature, click **Save**