



## Options

Signatures **step 4**

**New** Delete

X Name

Type

Settings

General **step 3**

**Signatures**

Profile

Change Password

Messages

Advanced

Signatures

**Save**  Spell Check  Cancel **step 7**

**step 5**

Name:

Editor: Rich

**step 6**

Step 1: sign into your Trustmont email

Step 2: once signed in scroll to the bottom on the left hand side and select options

Step 3: under settings on top left pick signatures

Step 4: once in signatures click on the "+New" to add a new signature

Step 5: name your signature

Step 6: in the box below the name include your name, title, contact info in the signature. You can change the font, size, color, etc to be whatever you like

**\*keep in mind if you are not a registered branch office you CAN NOT include your office address**

Step 7: once done click save

Step 8: make sure the radial button is selected to default that signature for use on all emails

Step 9: send a test email to [compliance@trustmontgroup.com](mailto:compliance@trustmontgroup.com) if you would like for compliance to review it

Signatures

**New** Delete

X Name

Type

Default

TMT signature

HTML

Mail

Calendar

Contacts

Tasks **step 2**

Notes

**Options**

Administration



# How to add a signature to your BAE email