Customize my email signature 🗞

In infusionsoft, you can create either a plain text or HTML email signature.

Edit your signature

1. Hover over the **profile icon** and click **Edit My Profile**.



2. On the bottom-right side of the page, you'll see the **Email Signature** section. You can see what your signature looks like when it is merged into emails. You can also use the fields on this page to modify the information that appears in your email signature and upload an image of your business logo.



Use legacy to edit your text signature using HTML

1. Navigate to Admin and click **Settings**.

My Nav	CRM	Marketing	E-Commerce	Admin
G Start Page	Contacts	Campaign Builder	E-Commerce Setup	Branding Center
	Companies	Email & Broadcasts	Orders	Billing & Account Info
	Opportunities	Lead Generation	Products	Users
Customize Now	Referral Partners	Templates	Actions	Import Data
	Visitors	Dynamic Content	Promotions	Data Cleanup
	Zapler Integrations	Legacy	Legacy	
Edit	Reports Settings	Reports Settings	Reports Settings	Reports <u>Settings</u>

2. Under the User Settings heading, click **User** near the bottom left of the page.

Content Subscriptions	
User Settings	
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3. In the Signature section, click the Yes radio button next to Enable Legacy User Signature? and click **Save.**

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cation	Signature
Nav	Enable Legacy User Signature? Yes 💿 No 🔘
Compliance	Save
on Settings	
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4. Hover over the **profile icon** and click **Edit My Profile**.

		Find a contact
	HI, Martin!	
	Edit My Profile	iguey · Reports · or
	Manage Accounts	
20	Log Out	
20	Your Accounts	Add Widgets Chan
	gx624	
	Martyc	

5. Since you enabled the legacy signatures, you can now see the signature tab. Click the **Signatures (legacy)** tab.

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			Other In	fo
		Edit		
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6. Here, you have the option to edit your plain text and HTML email signature. These signatures can be merged into email templates. Text signature is merged into plain text emails which do not accept images or text formatting like bold or colors.

General F	Preferences	Notes	User Groups	Signatures (legacy)
Text Signature	0			
Text Signature	Tessa tessa827635	3@gmail.co	m	

7. HTML signature is merged into HTML emails. Click the **Edit** tab to use the editor. You can customize text and add images.

HTML Signature	HTML Signature ⑦				
HTML Signature	Preview Edit Source Reset Image: Source Image: Source Reset Image: Source Image: Source Image: Source Image: Source Image: Source Image: Source				

8. Remember to **Save** any changes.