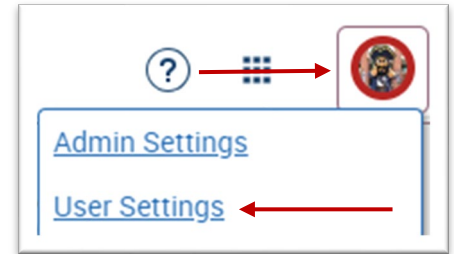# Navigate360: Personal Email Signature

*Email Signature is a rich text editor so users can format their signature and add links.*

1. **Open user settings**
   - In the top right corner of the home screen, click on the user icon
   - Click *User Settings* from the pop-up menu

2. **Create and save email signature**
   - In the *Email Signature* text box, type or paste in the preferred email signature

   - To insert a URL Link:
     - Click the link icon 🔗 in the *Email Signature* toolbar
     - Paste the desired URL link into the pop-up box
     - Click the green checkmark ✔ to save the URL link at the location of the cursor
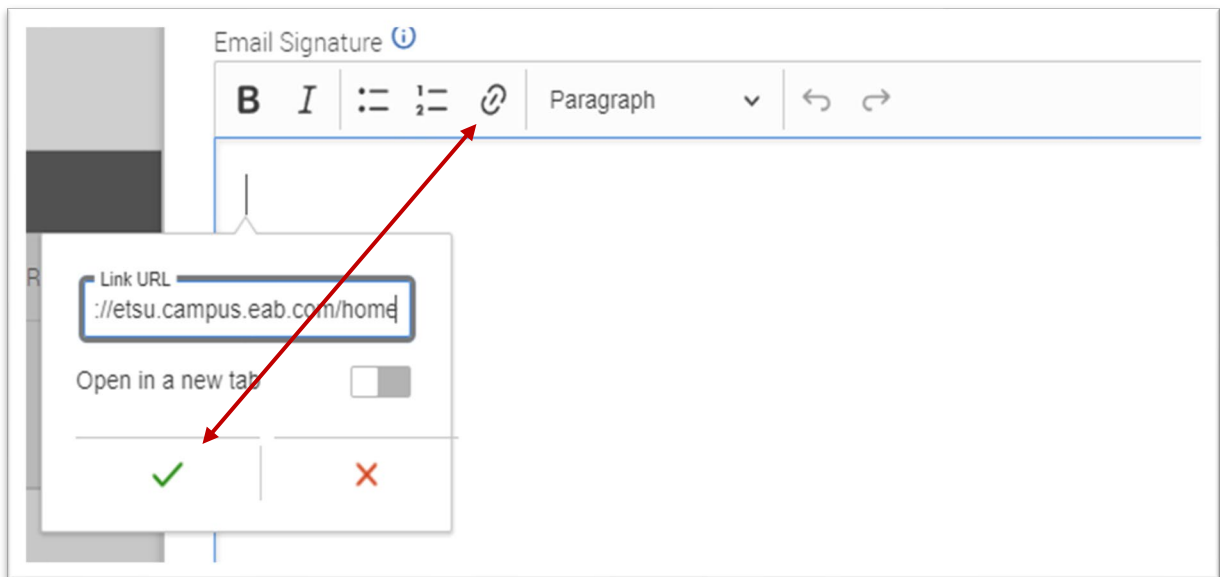
   - At the bottom of the *User Settings* window, click *Save*