

# Creating Signatures

In this video, the user will learn how to add and create signatures. User signatures are found in the "User Signature" block of user preferences. The user may create up to three signatures, one primary signature that will appear in all outgoing emails, and two alternative signatures that can be chosen in the compose-email window

## Creating Signatures [Video]

To create or edit your signature, do not enter the edit mode of your user preferences. The button to create/edit can be found under the "User Signature" section. After clicking the button, you will be prompted to enter and save your signature. Upon saving, the user will be able to access their signatures from AMPED'S compose email window.

USER SIGNATURE

Signature (default)

Eugene C.  
Founder & CEO 🤖  
amped.ai

Signature Two

Eugene C.  
Customer Success Coordinator

Signature Three

Eugene C.  
Sale Rep.

Add a signature