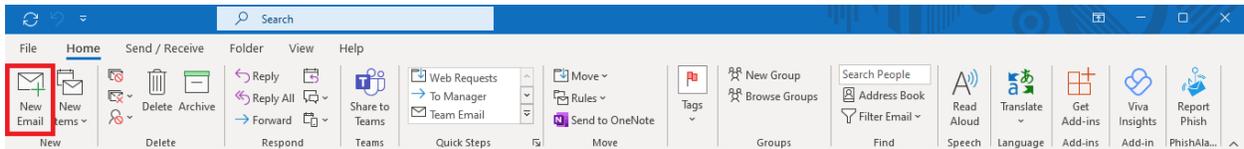# Automatic Updates

Certain updates, such as updated logos and bug fixes, can be automatically applied by following the steps below.

Note: Not all updates can be done this way. Check TrineLink for details on updates.
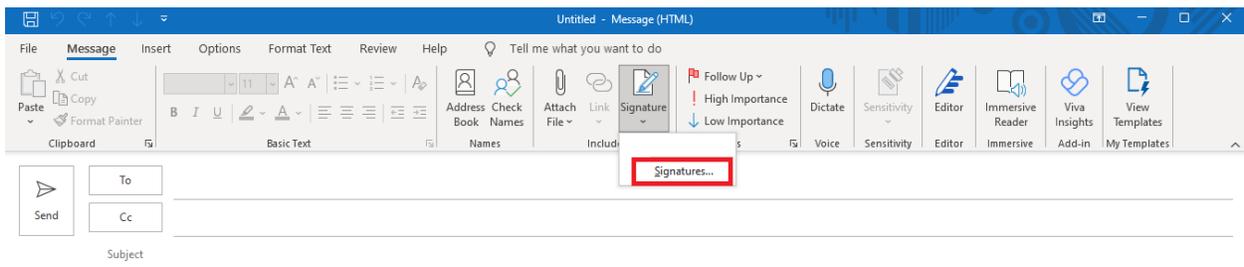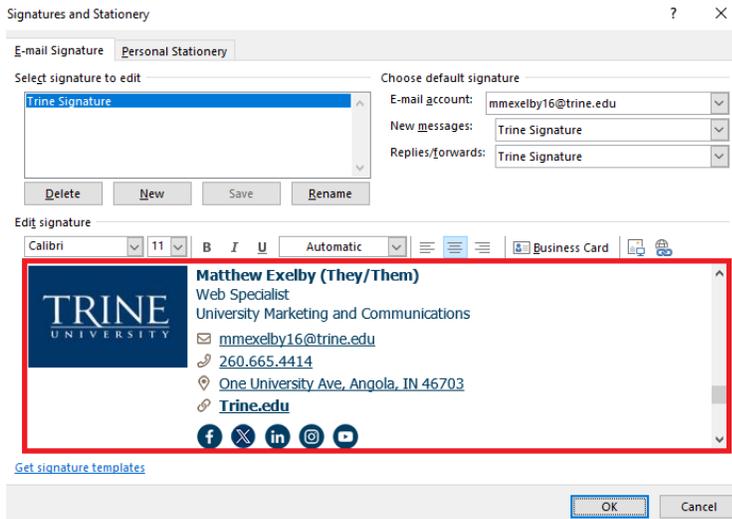
Step 1: Click on the "New Email" button.
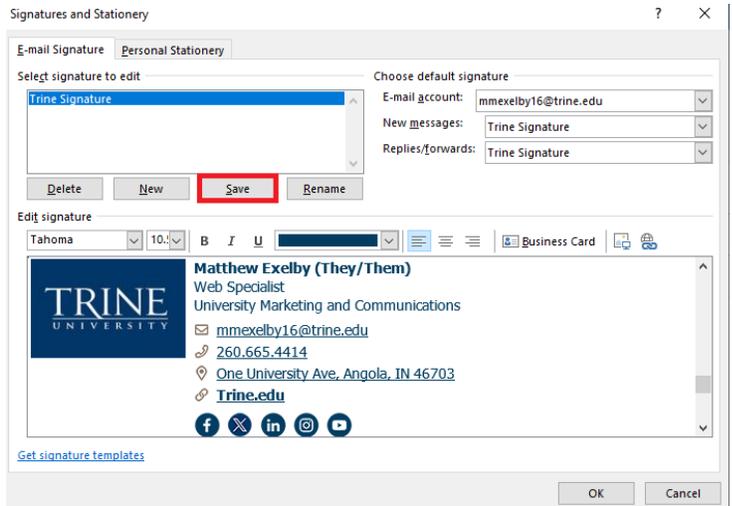

Step 2: Click on the "Signature" button.

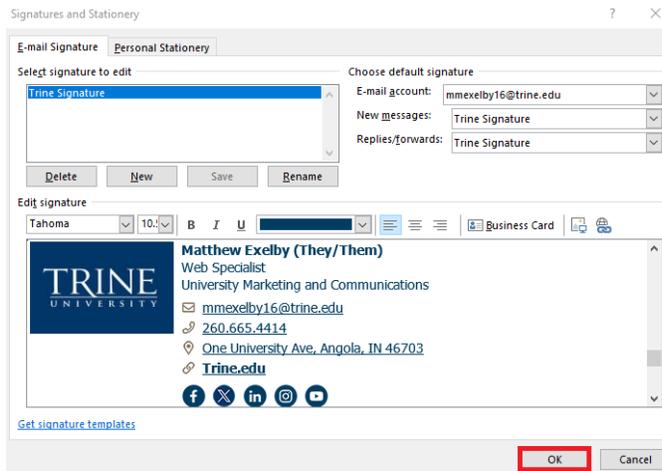Step 3: Click on the "Signatures…" button in the drop-down menu.

Step 4: Click anywhere inside the signature editor.

Step 5: Click the save button.

Step 6: Click the OK button.

You can now close the new email you opened. Your signature is now updated with any automatic there may be.

Updating Information

The following information can be updated from within the signature editor menu. Follow steps 1-3 from this guide to get to the signature editor menu.

- Name
- Title
- Department

All other information must be updated by remaking your signature through the webpage.