## How to add a Signature Block Using Fox Motors Webmail:
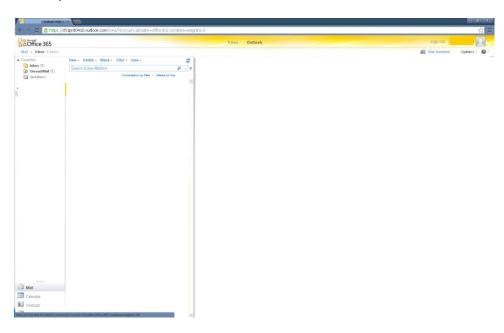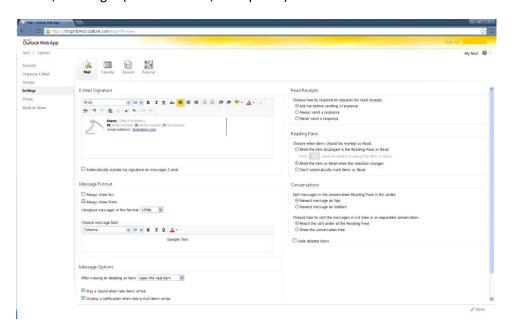
**Step 1**  Pull up signature block templates at http://www.dpfox.com/emailsignatures/SignatureBlock.html or you can copy them from the original email.

**Step 2**  Log In to http://webmail.foxmotors.com and go to your email (Outlook option) if you are not directed there by default.



**Step 3**  Select, "Options" (Top right)

**Step 4**  Select, "See All Options" from drop down menu.

**Step 5**  Select, "Settings" (Left hand side, 4th option.)

**Step 6**      Go back to the templates at http://www.dpfox.com/emailsignatures/SignatureBlock.html or the original email.

**Step 7**      Highlight the signature block you would like to use.

**Step 8**      Right click the template after you have highlighted the information and copy or hold "Ctrl + C".

**Step 9**      Go back to Outlook and paste the signature block in the section under "E-Mail Signature".  To paste, right click with in the box and select paste from the options or hold "Ctrl + V".  (The template should now appear with in the e-mail signature section.)

**Step 10**    Modify the information accordingly.

**Step 11**    Select Save (Bottom right)