

Customize your signature in the Connected Community

Your signature is unique to you – even when it’s electronic. By default, the WSAE Connected Community will display your name, title, designations, organization name, city, state and phone number in your signature any time you post a message.

You can customize your signature by following a few steps.

1. Go to the WSAE Connected Community.
2. Select E-Groups.
3. Select My Signature.
4. Customize your signature by choosing among the “Available Variables” on right side of screen. For example, I added my e-mail address to my signature by clicking on the [Email address] variable.
5. Omit information by highlighting and deleting. (Note that only your signature will change; all of your WSAE directory information remains the same.)
6. Click “save.”

If you want to see how your signature looks, select E-Groups and click on “Post Message.”
Scroll down and there you are!

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