

How to Create Email Signatures in Help Desk

A **signature** appears as a footer when you respond to a ticket. Along with your name that it usually contains, a signature can also have your designation, contact number, useful links to your website, or a web page, etc.

Admins and agents can both create signatures from their profiles. They can also create inbox-specific signatures if they use multiple inboxes.

Benefits of creating an email signature:

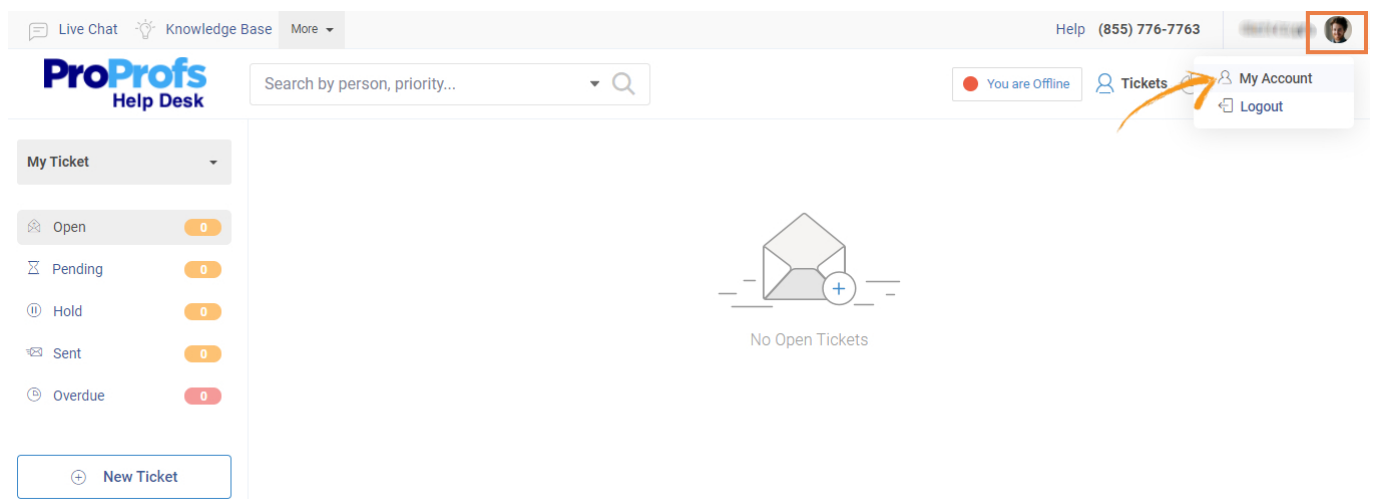
- No need to manually add your signature in every reply
- Share useful contact info like phone, company URL, etc.
- Personalize responses to the tickets

In this article, you'll learn:

1. [How to create your signature](#)
2. [How to create inbox-specific signatures](#)

1. How to create your signature

Step 1. Click your profile icon and go to **'My Account.'**



Step 2. Under the **'My Account'** tab, locate the **'Signature'** field and add your details such as name, phone number, company URL, etc., depending on your requirement.



Search by person, priority...

- All
- My Tickets
- Child Ticket
- More
- Ellie
- James
- Support_proprofs167 (4)
- Tom
- Vault

My Account Notifications Signatures

Account Type: Enterprise yearly Upgrade

Inboxes: All

Your Time Zone: (GMT-06:00) Central Time (US & Canada) (change this)

Name:

Email Address:

Change Password

Office Phone:

Cell Phone:

Signature:



Insert Image Off On

Alternatively, you can upload your signature image (JPEG or PNG) by enabling the 'Insert Image' option and mentioning the image URL. Click **Save** when you're done.

Signature:

Insert Image Off On

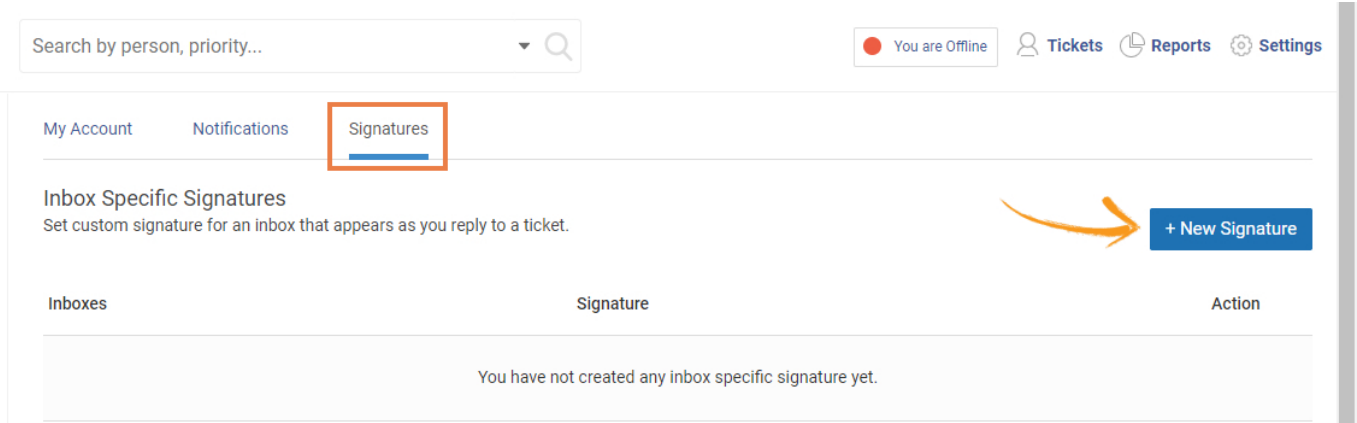
Insert your signature image here. Supported formats are JPEG and PNG.

API key:

Change Avatar:

2. How to create inbox-specific signatures

Step 1. Switch to the **'Signatures'** tab under **My Accounts** and click the **'+New Signature'** button.



Step 2. Select the **inbox** for which you want to create a signature. Then, add details in the **'Signature'** box, such as name, phone number, company URL, etc. Click **Save** when you're done.

Add Signature

Select Inbox

James ▼

Signature

James Hunt
Customer Success Team
+1 000 000 0000
www.mywebsite.com

Press 'Enter' key for newline.

Insert Image Off On

Save ←

Or, you can enable the **'Insert Image'** option and upload the signature image directly by mentioning its URL. This option is useful if you have the company logo in your signature. Then, click **Save**.

Add Signature

Select Inbox

Signature

Press 'Enter' key for newline.

Insert Image

Off

On



Insert your signature image here. Supported formats are JPEG and PNG.

Save



Here's an example of a signature created for the inbox 'James.' Similarly, you can create more signatures for different inboxes. Also, you can access signature options to **edit** or **delete** it.

My Account Notifications Signatures

Inbox Specific Signatures
Set custom signature for an inbox that appears as you reply to a ticket. + New Signature

Inboxes	Signature	Action
James	James Hunt Customer Success Team www.mywebsite.com +1 000 000 0000	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Edit Delete</div>

As an admin, you can create signatures for individual agents as well. You can do that at the time of **creating or editing an agent profile**.


Add a New User

Add a new user and select team(s) that you want them to be part of.


Name

Email

Phone

Teams 

Role 

Signature 

Insert Image

Off

On

Save

Cancel

Related Articles:

[Agent Roles & Responsibilities](#)

[How to Create & Manage Teams](#)

[How to Change Your Help Desk Password](#)