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Generated on 15/11/2026 00:13

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Adding a signature to your e-mails: webmail, computer and phone

Webmail & Mailboxes

CODE	VERSION	COUNTRY · LANGUAGE
RLX-AO-KB-1018	v2026.10.10	Angola · English

Interweb Angola
RLX Angola, Lda. · Group RLX Holdings
Tax ID (NIF) 500 260 5724 · Commercial registration no. 26464-25/250724

https://www.meu.interweb.ao/knowledgebase/1018

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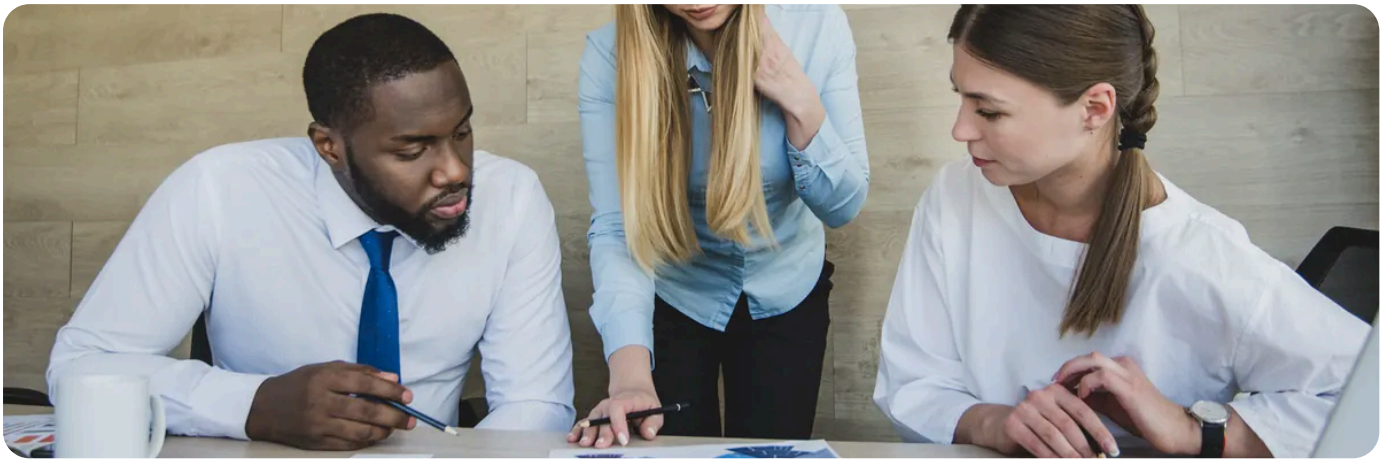
Webmail & Mailboxes Created on **October 10, 2026** 3 min read



A signature is the block of text added by itself at the end of every message: name, role, company, phone, website. It gives confidence to the reader and saves you typing the same thing every day. The signature **is not shared** between programs: there is one per program (webmail, Outlook, phone), so you have to create it in every place you write from.

In webmail (Roundcube)

1. Sign in to webmail with the full address and the mailbox password. See **how to access your webmail** if you need to.
2. Open **Settings** and then **Identities**. Pick the identity with your address.
3. In the **Signature** field type the text. If you want bold or links, tick **HTML signature**.
4. Save with **Save** and write a new message to see the signature appear.

On the computer and the phone

Program	Where it is
Classic Outlook	**File**, **Options**, **Mail**, the **Signatures** button. Create a new one and choose which accounts use it.
New Outlook for Windows	Settings (the cog), **Accounts**, **Signatures**.
Thunderbird	In the account settings, the signature field. See **setting up your e-mail in Thunderbird**.

Program	Where it is
iPhone, iPad and Android	In the mail app's or the account's settings, look for **Signature**. The phone one is usually plain text only.

What to put, and what to leave out

An example, which you adapt to your case:

```
First name, Surname
Role, Your Company
Phone: your number
Website: www.asuaempresa.ao
```

Keep it short: four or five lines are enough. Write the website address out in full, for people who print or read on a phone. Avoid big images and heavy logos: many programs hide them by default, and in others they show up as attachments that fill the mailbox.

In replies and in new messages

A full signature on every reply of a twenty-message conversation fills the mailbox with repetition. Most programs let you choose: **the full signature on new messages** and none, or a one-line version, on replies. In classic Outlook you choose in the signatures window itself (new messages, and replies or forwards); in webmail, in the composing preferences, the option to add the signature automatically.

The same signature across the team

If the company has several people, write the template once in a text file and ask each person to copy it into their own program, changing just the name, role and phone. That way everyone writes with the same image. If the signature has links, test them in each program: what comes out right in webmail can lose the link on a phone.

A signature does not make e-mail safe.
Never put a password in it, nor details you would not tell a stranger. Anyone you reply to can see it.

Do you write from another address too?
If you have an alias or a forwarder, create a second identity in webmail with its own signature, and pick it when writing. See **catch-all, forwarders and aliases**.

NEED A HAND?

The signature does not appear on your messages, or appears twice? Tell us which program you use.

Open a support ticket →

SEE ALSO

- How to access your webmail
- How to create e-mail filters in Roundcube
- Catch-all, forwarders and aliases: the three that get confused
- The Professional E-mail plan

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