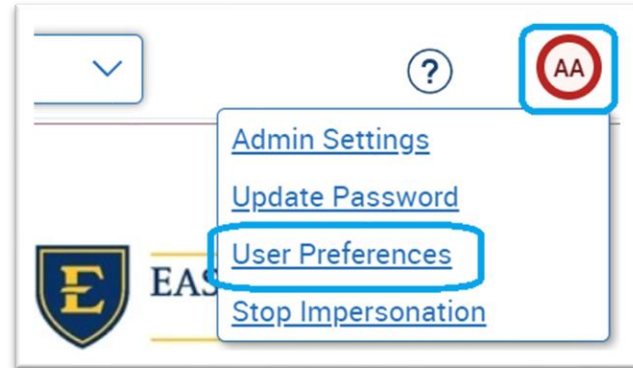# Navigate: Personal Email Signature

Email Signature is a rich text editor so users can format the signature and add links.

1. Open user preferences
- In the top right corner of the screen, click on the circular user icon
- Click *User Preferences* from the pop-up menu

2. Create and save email signature
- In *Email Signature* text box, type or paste in the preferred email signature

- To insert a PAL (Personal Availability Link):
  - Click *Merge Tags*
  - Click *Personal Availability Link*
  - The link will be inserted at the location of the cursor
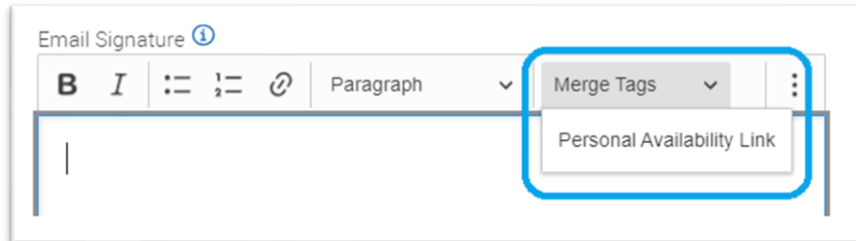
- To insert a URL Link:
  - Click the link icon in the *Email Signature* toolbar
  - Paste the desired URL link into the pop-up box
  - Click the green checkmark to save the URL link at the location of the cursor
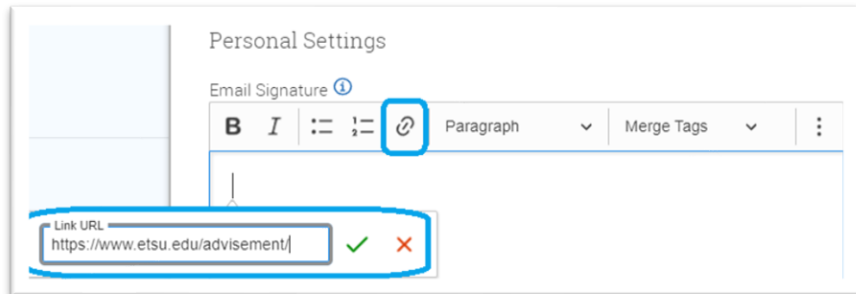
- At the bottom of the *User Preferences* window, click *Save*