



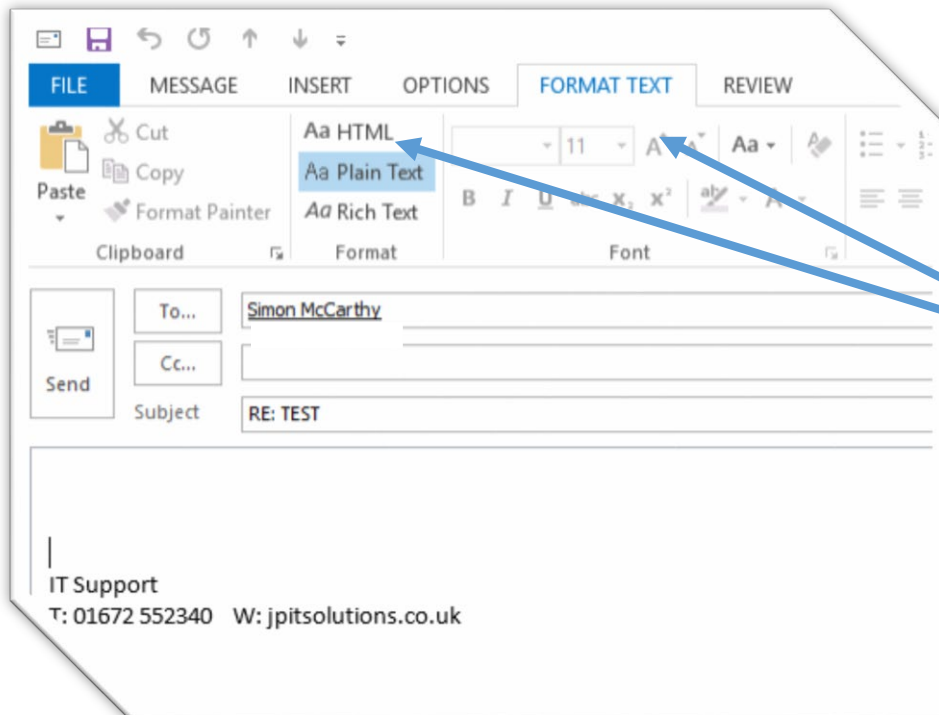
**JP IT SOLUTIONS**

NOT JUST FINDING & FIXING, BUT FUTURE PROOFING

### Why do I lose my signature when replying to an email?

Have you ever replied to an email and your signature does not appear? This is because the message was sent to you in plain text.

Follow these steps to change the format back to HTML.



Step 1 – Click on **Format text**, then click on **Aa HTML**

Step 2 – Click on **Insert**, then click on **Signature** and select the one you want to use.

