


## Update Your Email Signature in Matrix

**To ensure your photo carries over into Matrix 7, here's what you need to do:**

1. Make sure the photo you want to use is saved on your device, or already uploaded into Matrix.
2. Log in to Matrix.
3. Hover over the My Matrix tab and click 'Portal Greeting.'
4. On the left-hand side, select 'Use Custom Photo.'
5. Select the desired photo or browse for the photo, upload it, and then click 'Save.'

**You're almost done. All that's left to do is update your email signature:**

1. Hover over My Matrix again and click 'My Information'.
2. Click on the 'Email Signature' tab.
3. Click on the image icon .
4. Click 'Select Image'.
5. The image you selected for Portal Greeting should now be displayed for you to use as your email signature photo. Click on the image.
6. Click 'OK', then click 'Save'.

**Need assistance? Contact Customer Care. They're always happy to help!**

Customer Care Hours:

Monday - Friday: 7:30 a.m. to 6:30 p.m. Saturday: 8:00 a.m. to 5:00 p.m.

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