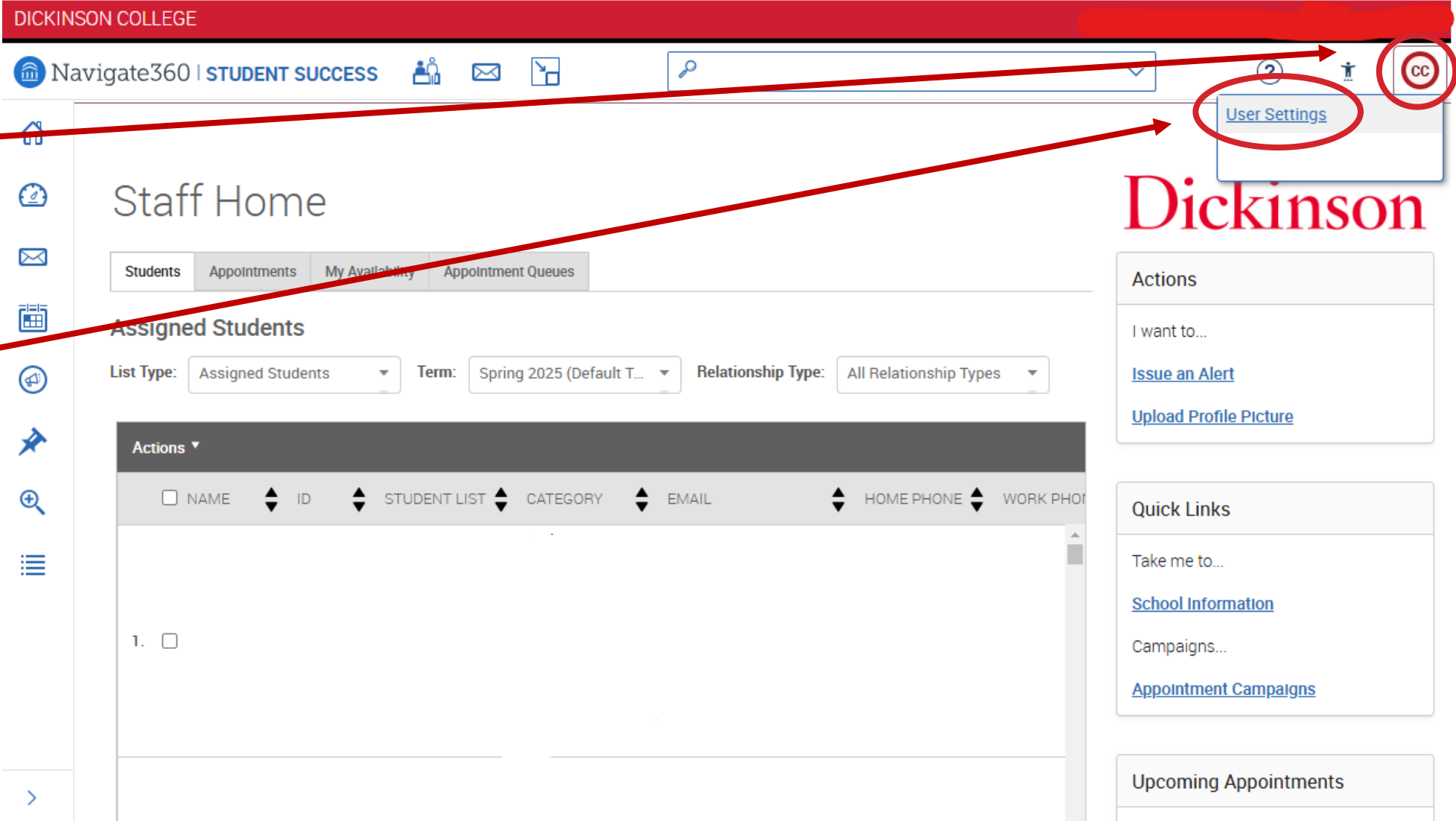


# Dickinson

**Using Navigate360:  
How to Set up your Email Signature**

# Set up your Email Signature

- 1. Click your initials in the top right corner.
- 2. Click **User Settings**.



# Set up your Email Signature

3. From here, you can adjust a number of your default settings including the **Semester, Landing Page, Homepage Tab, Student Profile Tab, and Care Unit.**

The screenshot displays the Dickinson College Navigate360 Student Success interface. The top navigation bar includes the Dickinson College logo, the text 'Navigate360 | STUDENT SUCCESS', and several utility icons. The main content area is titled 'Staff Home' and features tabs for 'Students', 'Appointments', 'My Availability', and 'Appointment Queues'. Below these tabs is the 'Assigned Students' section, which includes a 'List Type' dropdown set to 'Assigned Students' and a 'Term' dropdown set to 'Spring 2025 (Default T...'. A table with columns for 'NAME', 'ID', 'STUDENT LIST', 'CATEGORY', and 'EMAIL' is visible, with one row partially shown. On the right side, a 'User Settings' sidebar is open, showing options for 'Default Views', 'Default Landing Page', 'Default Staff Home Tab', 'Default Student Profile Tab', and 'Default Care Unit'. Each setting is represented by a dropdown menu.

**User Settings**

**Default Views**

Default Term ⓘ  
System Default Term

Default Landing Page ⓘ  
System Default Landing Page

Default Staff Home Tab ⓘ  
System Default Staff Home Tab (Assigned Students)

Default Student Profile Tab ⓘ  
Select a Default Student Profile Tab

Default Care Unit ⓘ  
None

**Personal Settings**

# Set up your Email Signature

4. Further down in User settings, you can also set your **Email Signature** up here. Having an Email Signature will give you the option to add it into any future messages through Navigate as a **Merge Tag**.

The screenshot shows the Dickinson College Navigate360 interface. The top navigation bar includes the Dickinson College logo, the text "Navigate360 | STUDENT SUCCESS", and various utility icons. The main content area is titled "Staff Home" and contains sections for "Students", "Appointments", "My Availability", and "Appointment Queues". Below these is the "Assigned Students" section, which includes a table with columns for "NAME", "ID", "STUDENT LIST", "CATEGORY", and "EMAIL". A red circle highlights the "User Settings" modal window, which is open on the right side of the screen. The "User Settings" window has a close button (X) in the top right corner. It contains a "Pronouns" dropdown menu with the value "she/her/hers" selected. Below that is the "Email Signature" section, which features a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Link, Bulleted List, Numbered List, Indent, and Undo/Redo. The text area of the rich text editor is currently empty. At the bottom of the "User Settings" window are "Save" and "Cancel" buttons. A red arrow points from the text in the first list item to the "Email Signature" field in the "User Settings" window.