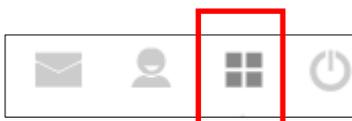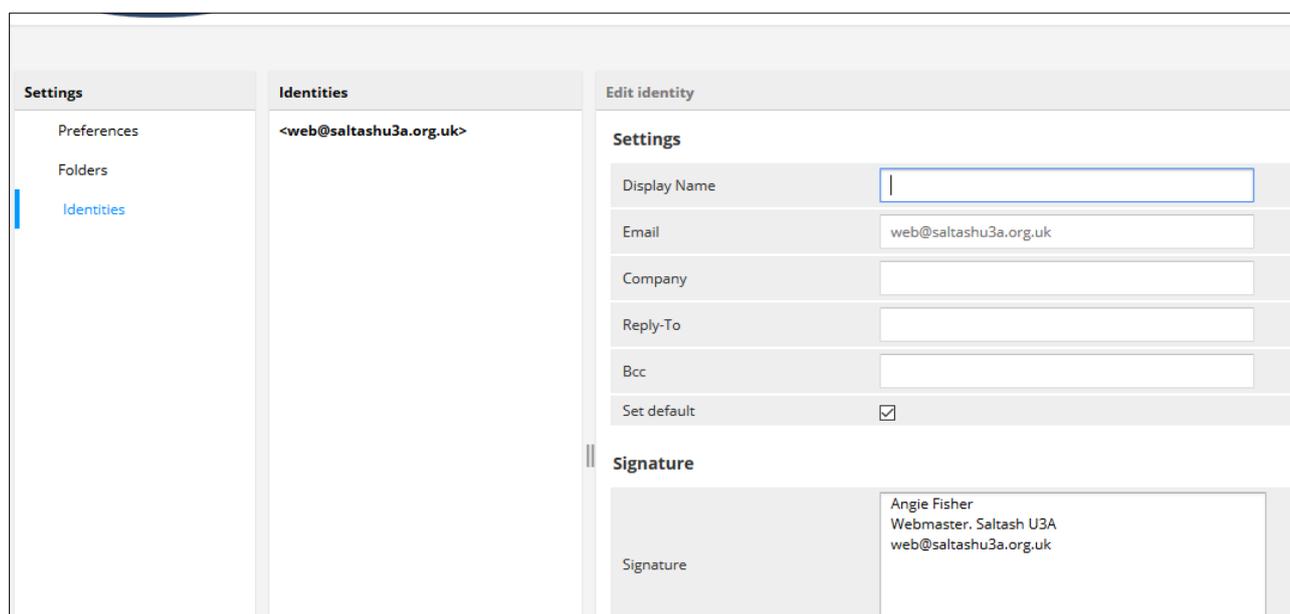**Customising your Generic Email Identity**

1. Having **logged into** Fasthosts email you should see a **Settings** button top right of the window; it's made up of four little squares.



2. Click on the **Settings** tool.

3. Select **Identities** in the Settings column.

4. Click on your generic **email address** in the Identities column to provide access to the fields you can amend.



5. **Display Name**
   If not used, this field is blank by default and it is probably not necessary to change it as your email address will appear in the From field on all emails you send, e.g. web@saltashu3a.org.uk and so appears 'anonymous'.

   However, if you would like to specify something else, then you might add your own name, for instance **Angie Fisher** or **Angie<web@saltashu3a.org.uk>**

   NOTE: Any display name added will not be overridden if the user of the generic email address changes and so the new post holder would need to change or remove it.

6. **Email** – this should be left alone.

7. **Company** is not really relevant for Saltash U3A.

8. **Reply-To** should only contain an email address if an appropriate alternative address can be used, such as another Saltash U3A generic address.
NOTE: As Saltash U3A is trying to maintain a secure system, this should not be used to have replies sent to your personal email address. It also means that related emails are likely to be disassociated with the Saltash U3A system and so anyone taking over the role and generic email address wold inherit 'half a story'!

9. **BCC** (Blind Courtesy Copy) is only relevant if you are always gong to copy emails to another person.

10. **Signature** – is likely to be amended by every holder of the post as they take over the generic email account. It will be automatically added to email you send and is a way of personalising your emails, e.g.

> Kind regards,
> Angie Fisher
> Webmaster, Saltash U3A

11. When you have made the appropriate changes, click the **Save** button.