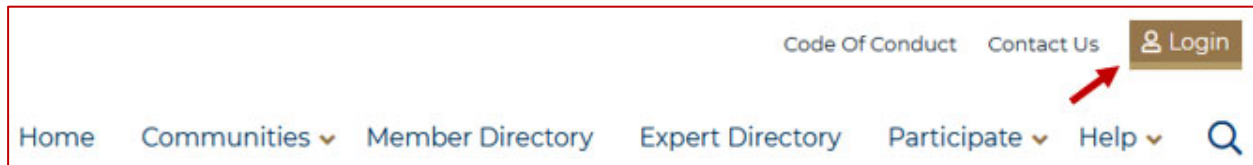
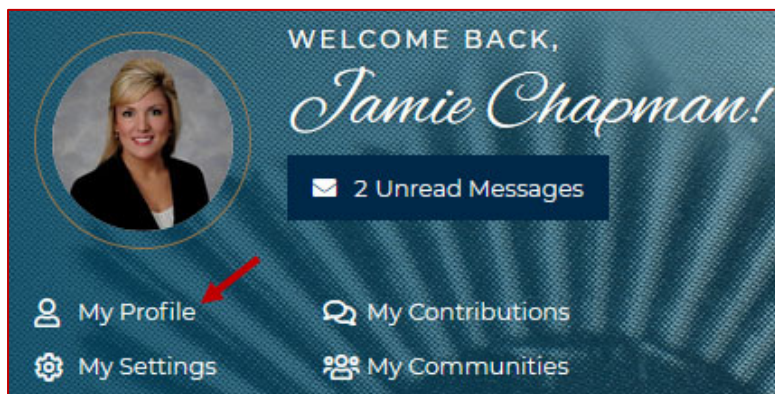


How-To Edit Your Discussion Signature

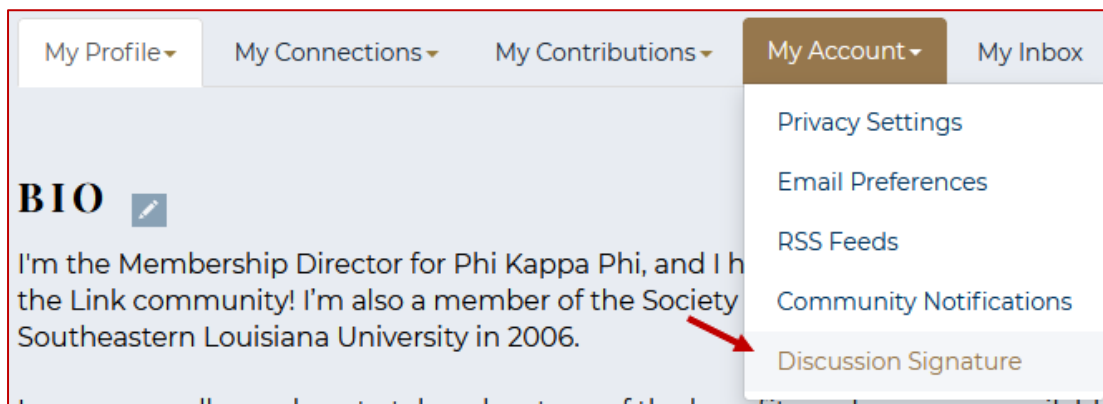
1. Visit Link.PhiKappaPhi.org and log in using your Phi Kappa Phi credentials:



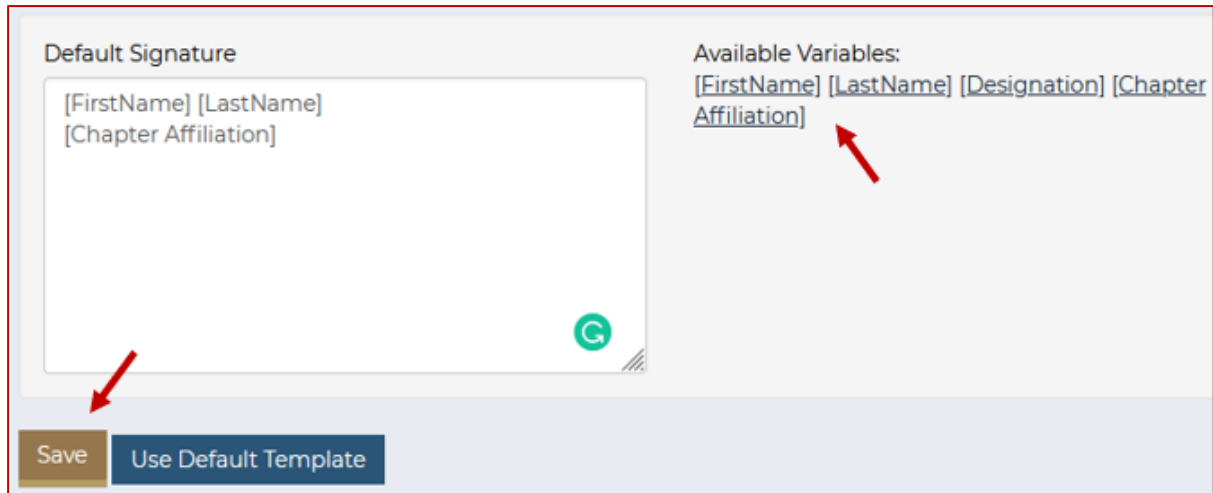
2. Click My Profile under your profile picture:



3. Click Discussion Signature from the My Account drop-down menu:



4. Edit your signature by clicking the available fields to the right of the default signature text box. Be sure to add a space in between the fields. For example, [FirstName] insert space [LastName]. Be sure to click Save when finished:



The screenshot shows a user interface for editing a default signature. On the left, under the heading "Default Signature", is a large text box containing the placeholder text "[FirstName] [LastName]" and "[Chapter Affiliation]". A red arrow points to the bottom-left corner of this text box. To the right of the text box, under the heading "Available Variables:", are four clickable links: "[FirstName]", "[LastName]", "[Designation]", and "[Chapter Affiliation]". A red arrow points to the "[Chapter Affiliation]" link. At the bottom of the interface are two buttons: a brown "Save" button and a blue "Use Default Template" button. A red arrow points to the "Save" button.