EMAIL SIGNATURE

THUNDERBIRD

Works with: Thunderbird 140 and later on Windows, Mac and Linux.

Thunderbird reads your signature straight from the file we sent. No copying and pasting.

Save the signature file somewhere permanent

1. Save the signature file we emailed you (it ends in `.htm` or `.html`) to your computer.
2. Put it in a folder you will not clean out, such as **Documents** › **Email Signature**. Thunderbird reads this file every time you write an email. Move or delete it and the signature disappears.

Point Thunderbird at the file

3. Open Thunderbird. Click the menu ≡ at the top right, then **Account Settings**.
4. In the left column, click your business email address (the account name itself, not the items under it).
5. On the right, find the **Signature text** box and tick **Attach the signature from a file instead (text, HTML, or image)** just below it.
6. Click **Choose…**, browse to the file you saved and select it.
7. In the left column, click **Composition & Addressing** under the same account and make sure **Compose messages in HTML format** is ticked. Without it, the signature shows as plain text.
8. Close the Account Settings tab. It saves on its own.

Check it

9. Click **New Message** and confirm the signature is at the bottom. Send yourself a test.

> **More than one email account?** Each account has its own signature setting. Repeat the steps for each address that should use it.

> **Need to change a detail?** Ask us for an updated file and save it over the old one with the same name. Thunderbird picks up the change on your next email.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

 © 2026 Formula Marketing