

Internal Software and Onboarding Setup

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eMclient

A tutorial on how to import the new signature version and add arc8 calendars.

Created 05/20/26 First time doing HTML signature

Email Signature Import Windows

We are moving to HTML based email signatures. This allows us to embed hyperlinks on phone number, email, and the ARC8 logo. This will eliminate the error of our signature not loading correctly for some client recipients.

Please see the [Synology repository](#) for your email signature file. See also: [eM Client Download](#)

1. In the top left corner open the hamburger menu and select Settings

[page001_img02_181x545.png](#)

2. On that menu it defaults to expanding the general settings menu. Close "General" and open "Mail"

[page001_img04_902x642.png](#)

3. Select "Templates and Signatures"

[page001_img06_232x647.png](#)

4. Select the "Signatures..." button

[page001_img08_897x636.png](#)

5. Select "Import"

[page001_img10_906x80.png](#)

6. Select your signature file (e.g. "Daniel_Perry_Email_Signature_05-20-26.html")

7. Close the "Signatures..." window and be sure to apply your new signature for new mail, replies, and forwards

[page001_img12_906x643.png](#)

8. Select Save & Close in the top left corner of the window and congratulations, you new signature has been applied!

eM Client Calendar Setup

1. Go to the menu in the top left:

[image.png](#)

2. Add account:

[image.png](#)

3. Select calendar and CalDev:

[image.png](#)

4. Fill out the information with your Synology login credentials and "https://cloud.arc8productions.com/calDav/":

[image.png](#)

5. Specify what you want your account to show up as in the calendar view (e.g. Synology Calendar):

[image.png](#)

6. Click Finished and it should authenticate and show up in your calendar view

[image.png](#)