

SIGNATURES

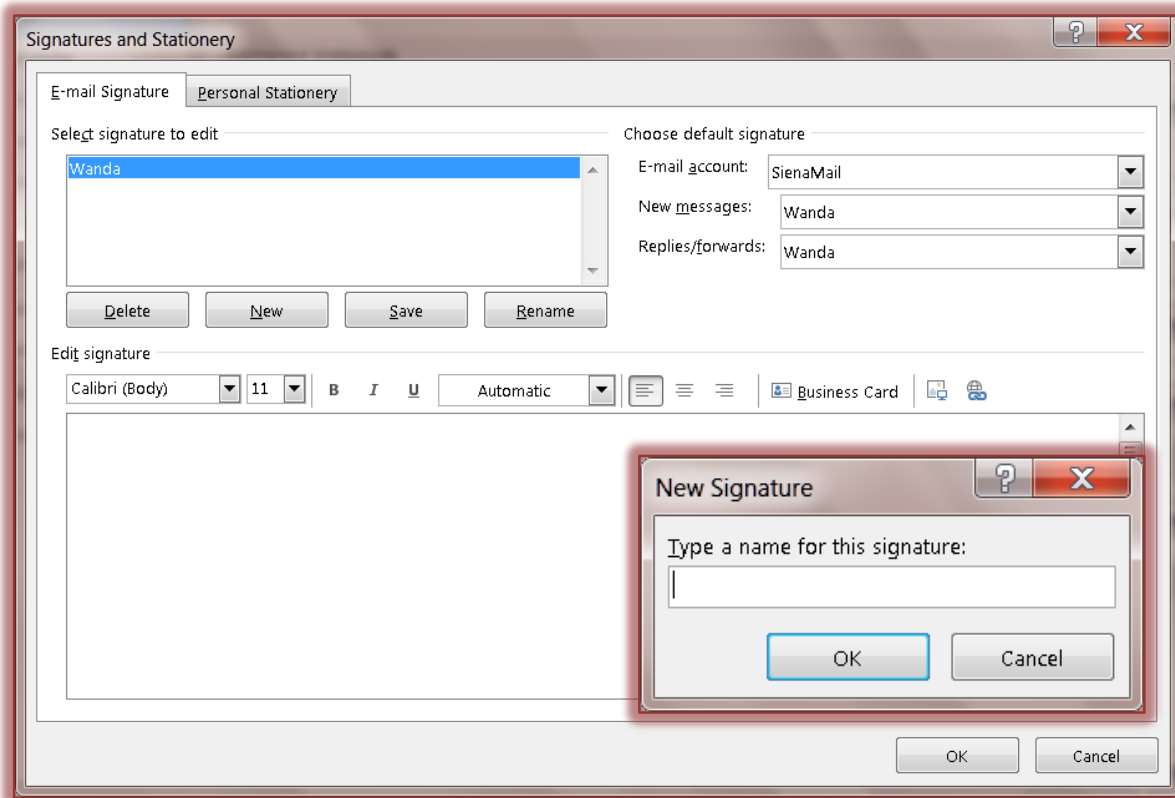
A signature is text that is automatically added to every e-mail message that is sent. It is possible to create more than one signature and then use the Signature button on the Standard toolbar to select which Signature to use in a particular message.

Create New Signature

- ✦ Click the **File Tab**.
- ✦ On the left side of the window click the **Options** button.
- ✦ The **Options** window will display.
- ✦ In this window, click the **Mail Tab**.
- ✦ Under the **Compose Messages** area, click the **Signatures** button (see illustration below).



- ✦ The **Signatures and Stationery** dialog box will display with the **E-mail Signatures** tab selected (see illustration below).



- ✦ To add a **Signature**, click the **New** button.
- ✦ The **New Signature** dialog box will display (see illustration above).
- ✦ In this dialog box, input a name for the signature.
- ✦ Click the **OK** button.
- ✦ In the **Edit Signature** box, input the information for the signature.
- ✦ Click the **Replies/Forwards** list to select the signature when replying to a message or forwarding a message.
- ✦ Use the formatting toolbar to change the font type, font style, and font color for the signature.

- ✦ When all the changes have been made, click the **OK** button to apply the changes.
- ✦ Click **OK** again to close the **Mail Options** window.

Edit Signature

- ✦ Click the **Signatures** button in the **Options** window.
- ✦ The **Signatures and Stationery** dialog box will display.
- ✦ Click the **Signature** that is to be changed in the **Edit Signature** box.
- ✦ Make the necessary changes to the **Signature**.
- ✦ Click the **Save** button.
- ✦ Click the **OK** button to return to the **Options** dialog box.
- ✦ Click the **OK** button again to exit the **Options** dialog box.

Rename Signature

- ✦ Click the **Signature** that is to be renamed.
- ✦ Click the **Rename** button.
- ✦ The **Rename Signature** dialog box will display.
- ✦ Input the next name into the **Type a Name** box.
- ✦ Click the **OK** button to return to the **Options** dialog box.
- ✦ Click the **OK** button again to exit the **Options** dialog box.

