

CREATING 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. To create a Signature:

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list.
- ✦ Click the **Mail Format** tab in the **Options** dialog box.
- ✦ Click the **Signatures** button at the bottom of the **Signatures** area.
- ✦ The **Create Signature** dialog box will appear.
- ✦ Click the **New** button.
- ✦ The first box of the **Create New Signature** wizard will display.
- ✦ Type a name for the signature in the **Enter a name for your new signature** text box.
- ✦ Click the **Start with a blank signature** option button, if necessary.
- ✦ Click **Next** to move to the **Edit Signature** dialog box.
- ✦ Type the information for your signature in the text box under **This text will be included in outgoing mail messages**.
- ✦ Click either the **Font** or **Paragraph** buttons to add formatting attributes to the text.
- ✦ When all the information has been added and formatted, click the **Finish** button.
- ✦ The **Create Signature** dialog box will redisplay.
- ✦ Preview the signature that was just input and then click **OK**.
- ✦ Click **OK** to return to the **Options** dialog box.
- ✦ Click the **Signature for new messages** list arrow.
- ✦ Pick the signature that you just created from the list.
- ✦ If you want to have a signature applied for messages that you forward or reply to, click the **Signature for replies and forwards** list arrow.
- ✦ Choose the signature that you want to use.

