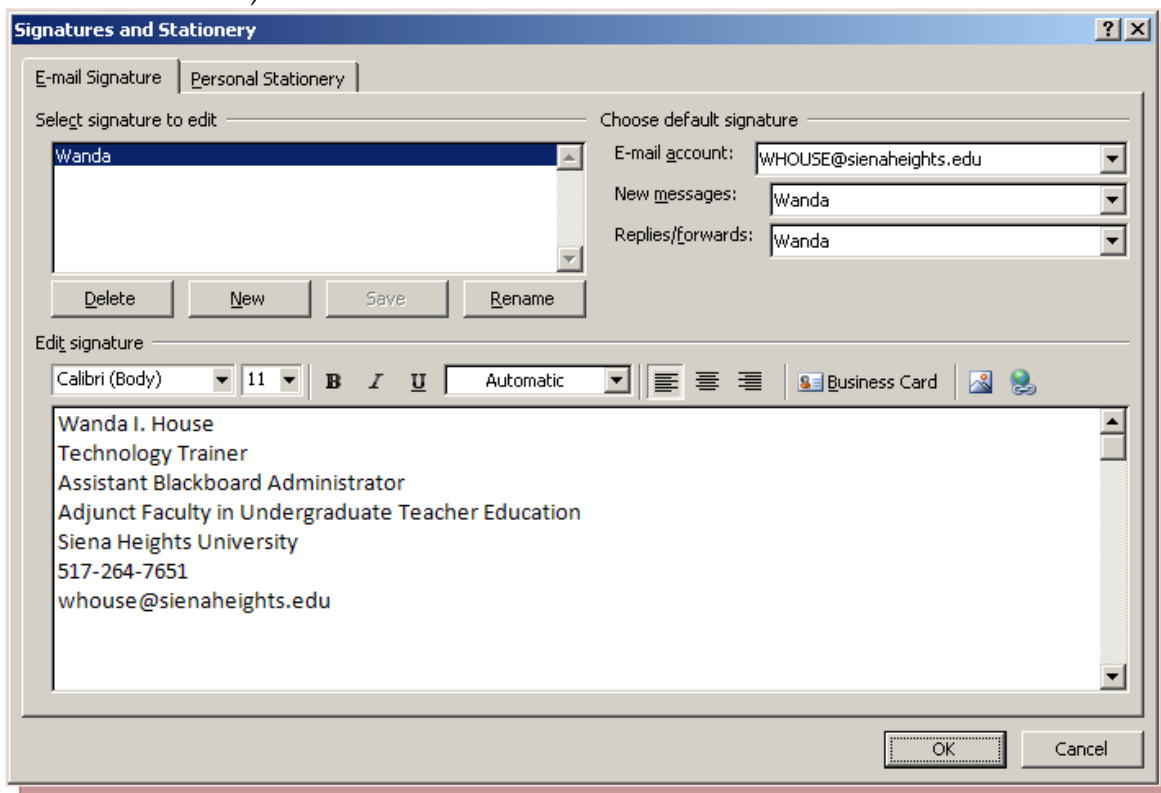


CREATING SIGNATURES

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.

Create New Signature

- ✦ Click the **Signatures** button.
- ✦ 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 at right).
- ✦ 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 **OK** button to return to the **Options** dialog box.



Edit Signature

- ✦ Click the **Signatures** button in the **Options** dialog box.
- ✦ The **Signatures and Stationery** dialog box will display.
- ✦ Click the **Signature** that is to be changed in the **Select signature to edit** 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.