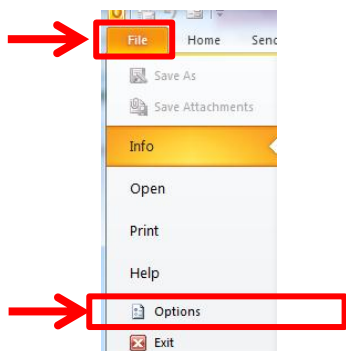


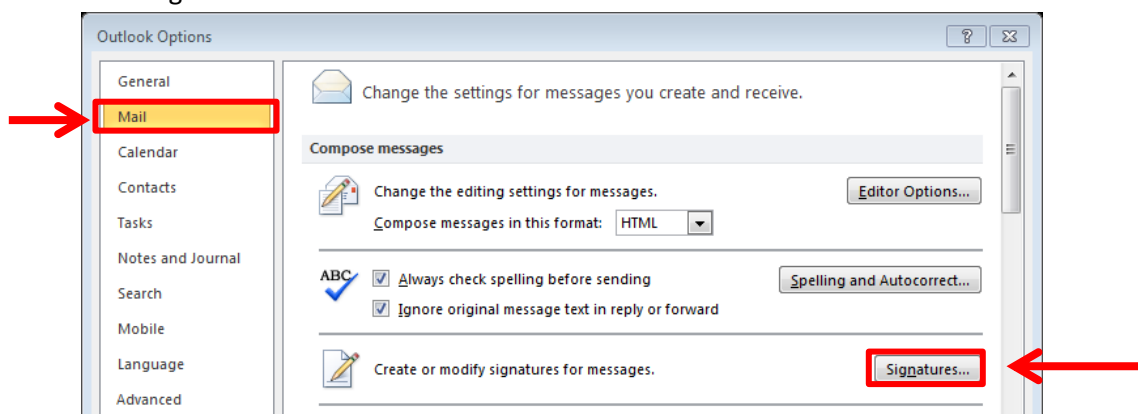
Create and Add a Signature to an Email

Create a Signature:

1. At the top, go to the FILE tab > Options.



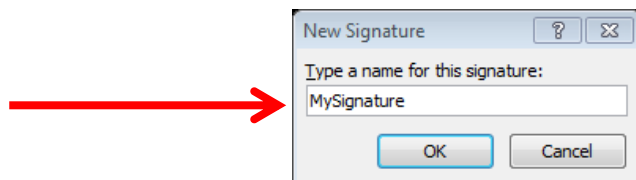
2. On the left go to MAIL. Then Click on SIGNATURES...



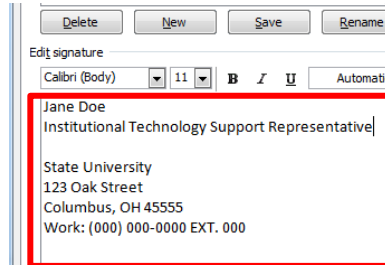
3. In the next window, click on NEW.



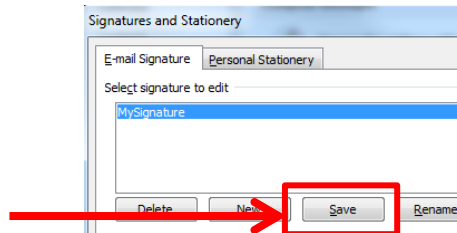
4. Give the new signature a name.



5. In the textbox provided, enter the information you wish to be displayed in your signature.
WARNING: There is NO spellcheck in this textbox. It is recommended to type your signature in Microsoft WORD and then paste the text into the textbox.

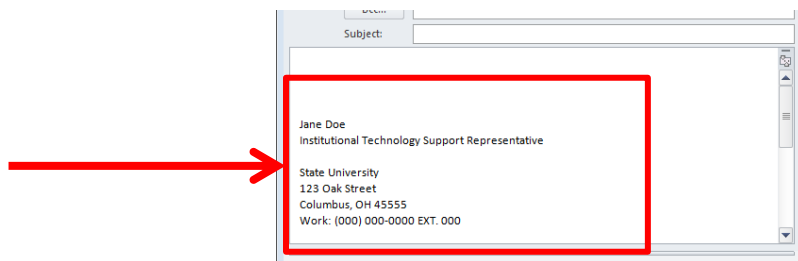


6. Once you have added the text you want to display in your signature, make sure to click SAVE. Then Click OK at the bottom of the screen.



Add a Signature to an Email

- **NEW Email:**
If you create a new email message, you will notice the signature you created has automatically populated in the email message.



- **REPLY TO or FORWARD an Email:**
Inside the email at the top, under the MESSAGE tab, click on SIGNATURE and then click on the name of the signature you want to add to the email.

