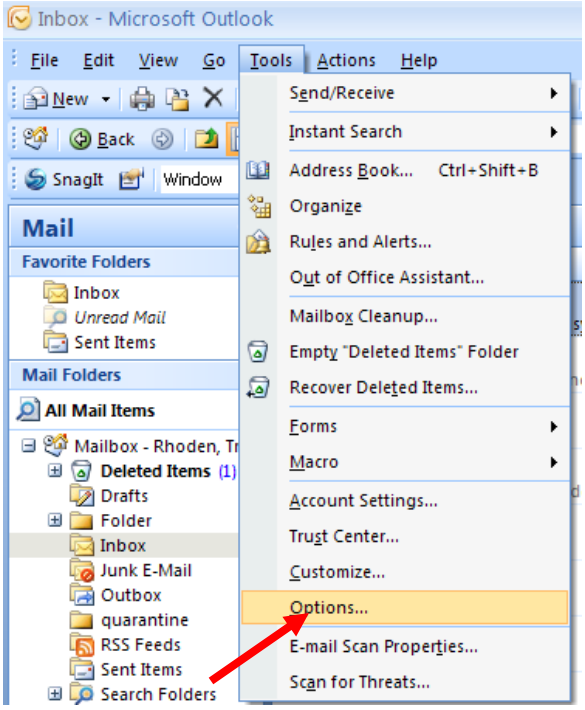
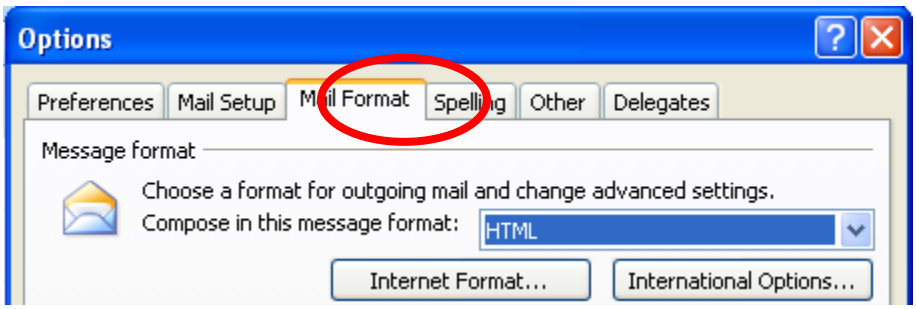
Signature Block

Creating a Signature

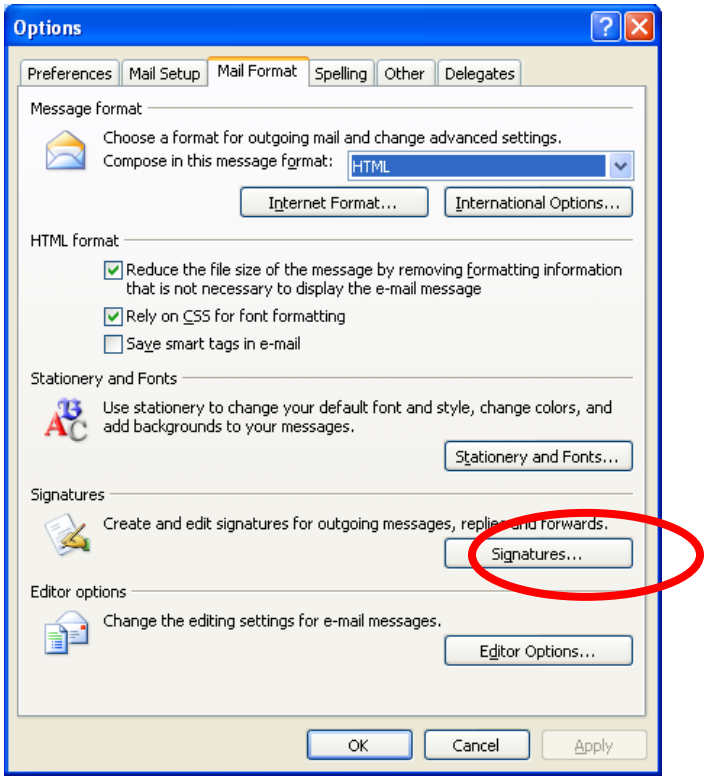
1. At the Program screen, choose Tools from the Menu bar, and select Options…



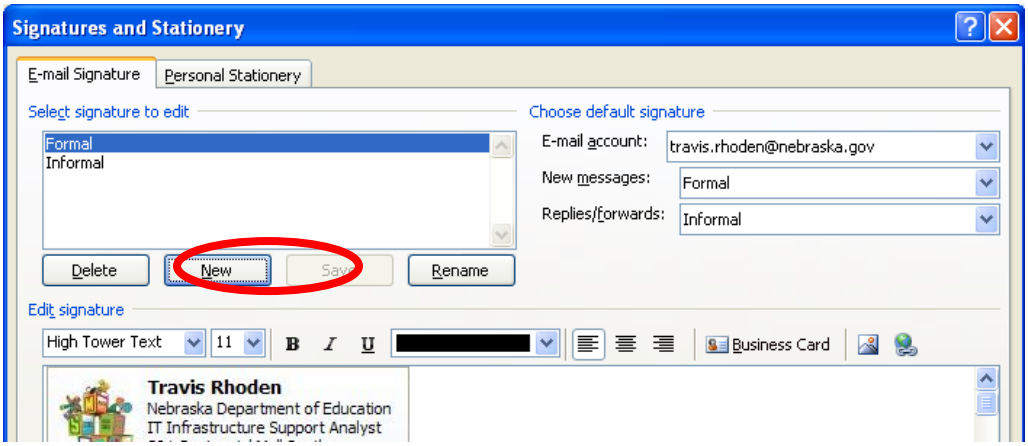
2. The Options windows will appear. Select the Mail Format tab.



3. Click the Signatures button to open the Signatures and Stationery dialog box.

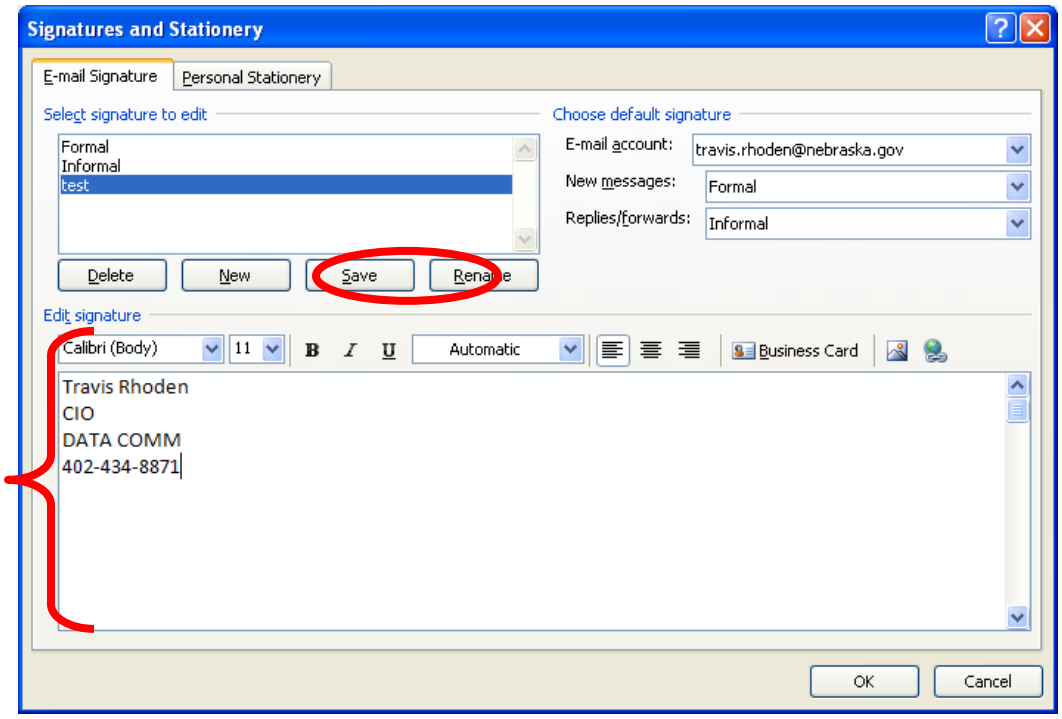


4. Click New to open the New Signature window.

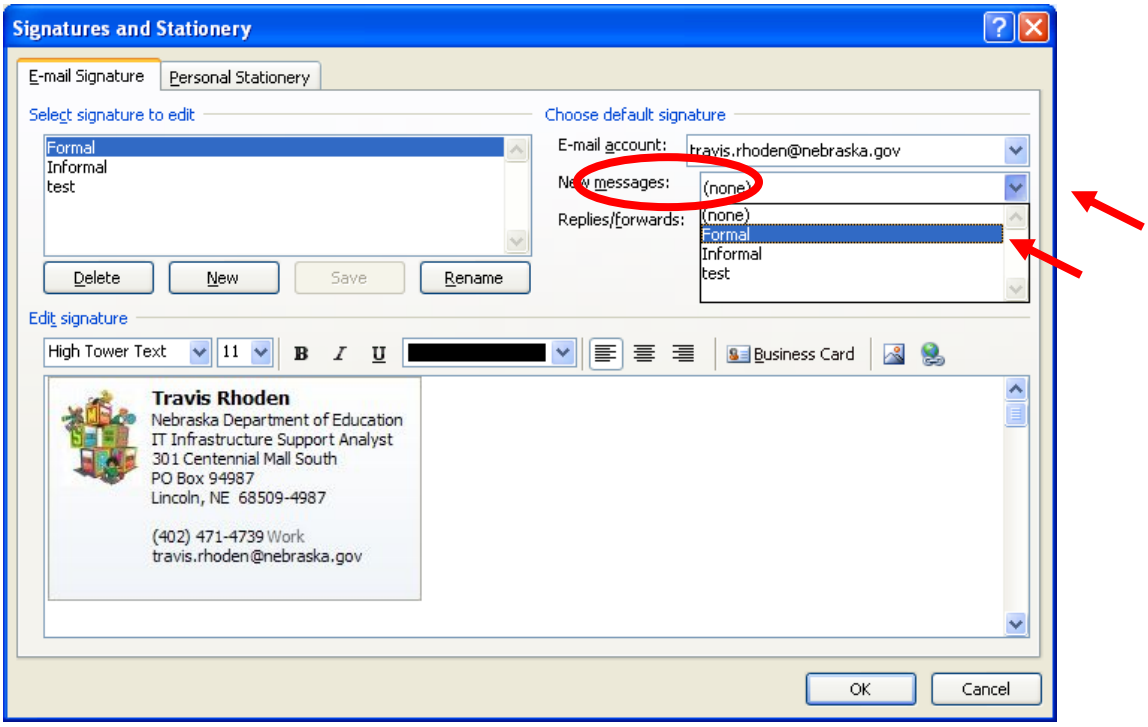


5. Enter a name for your signature file and click OK.

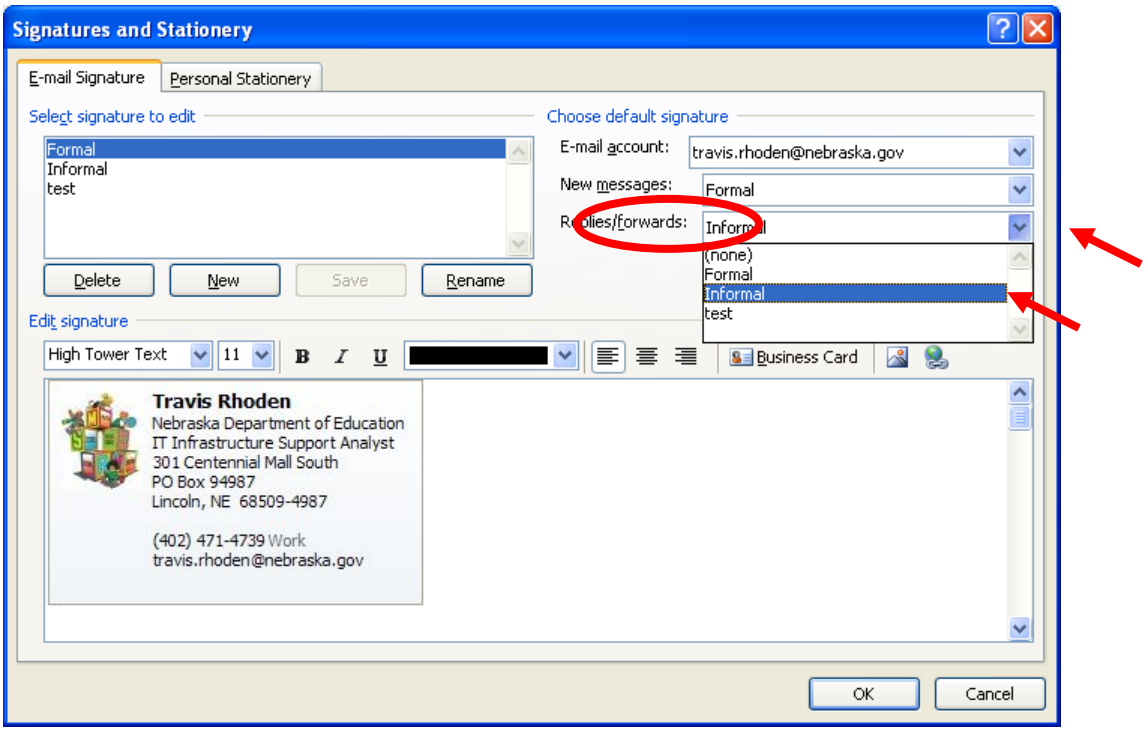
6. In the Edit signature area, enter and format your signature, and click Save. Repeat steps 4 through 6 for as many signatures as you want. When you are done making all of your signatures, click OK.



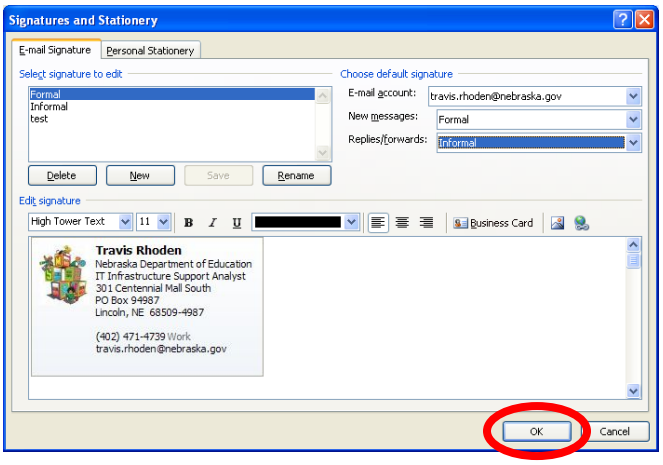
7. From the New messages: list, select the signature you want to display on all new messages that you create.

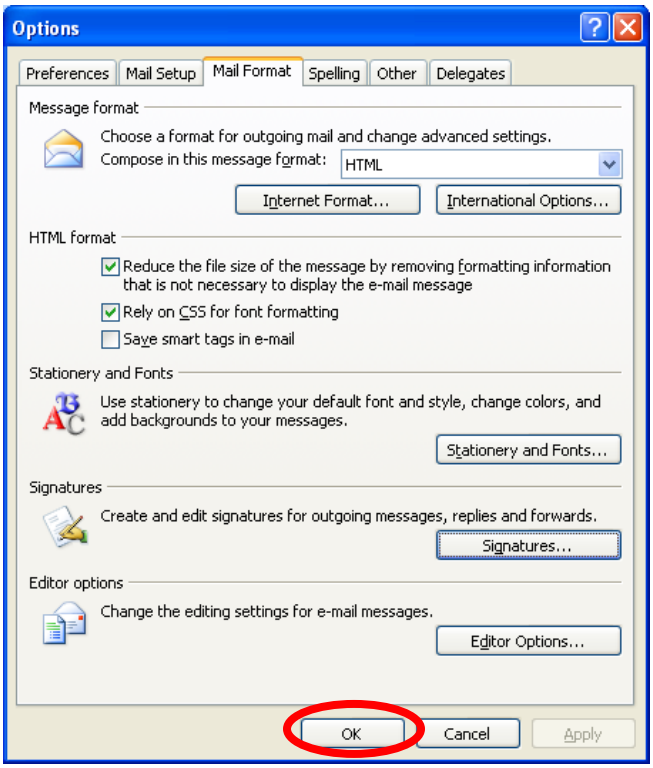


8. From the Replies/forwards: list, select the signature you want to display on all messages you reply to or forward.



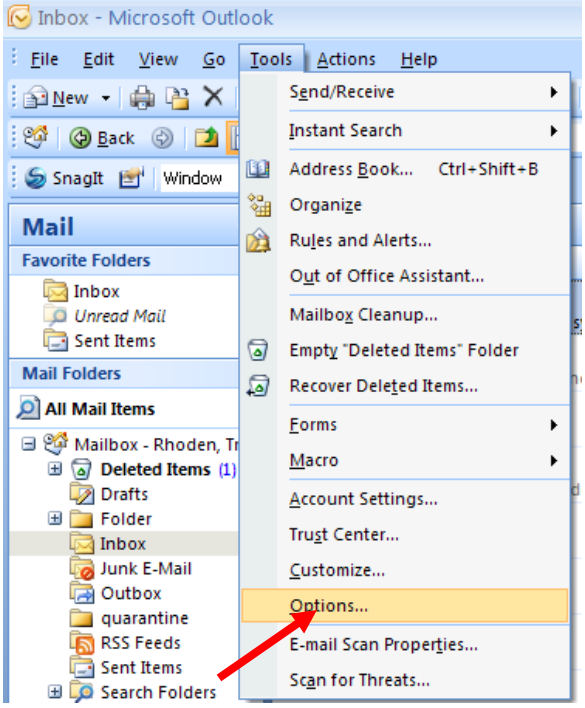
9. Click OK twice.



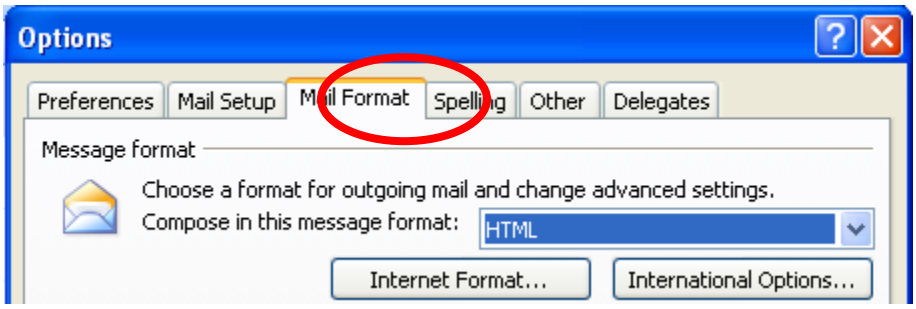


Editing Signatures

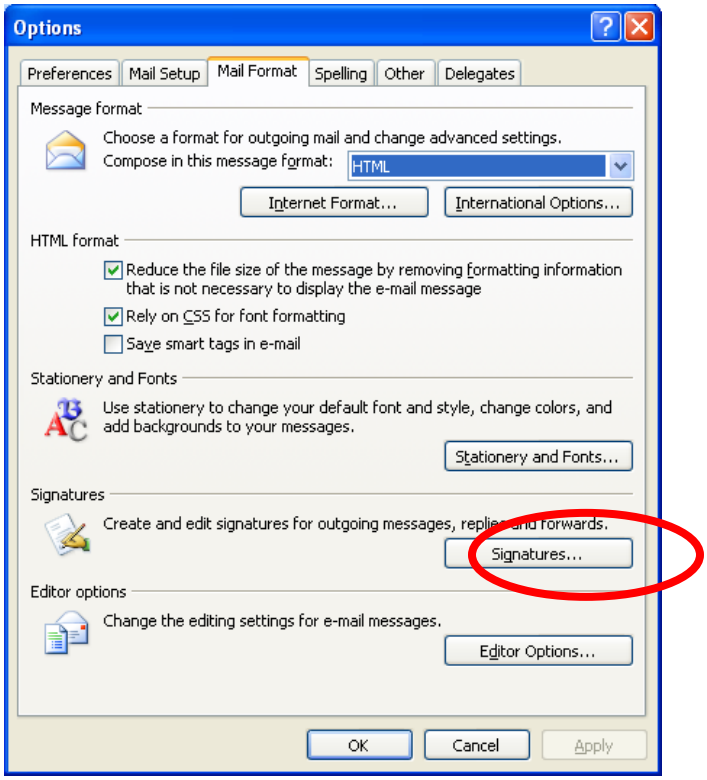
1. At the Program screen, choose Tools from the Menu bar, and select Options…



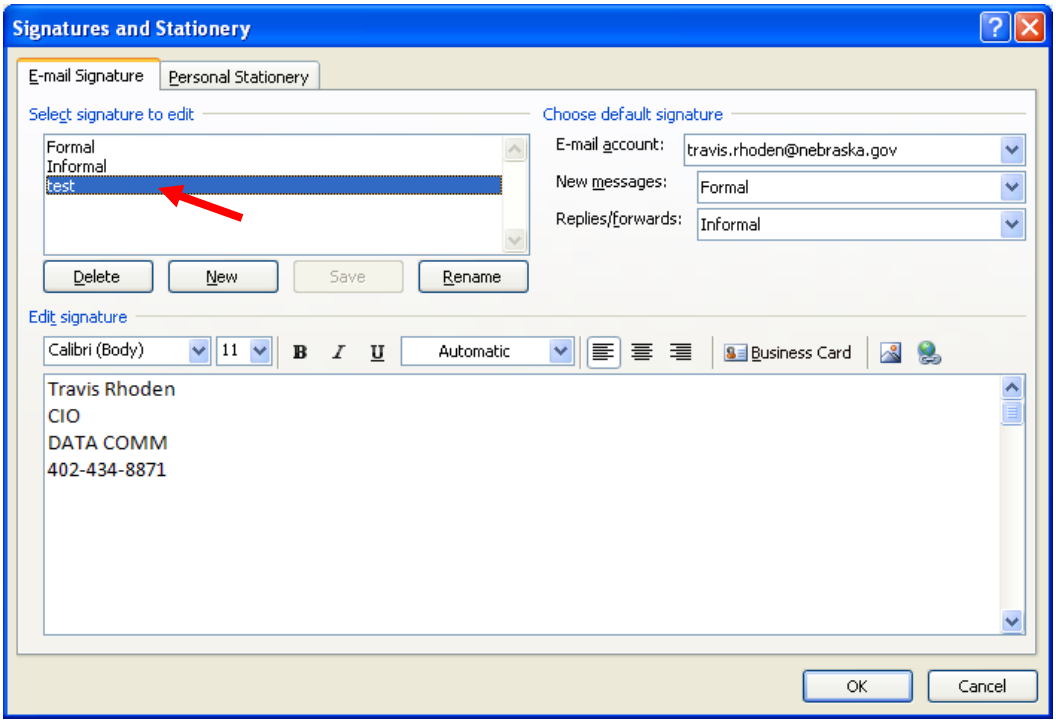
2. The Options windows will appear. Select the Mail Format tab.



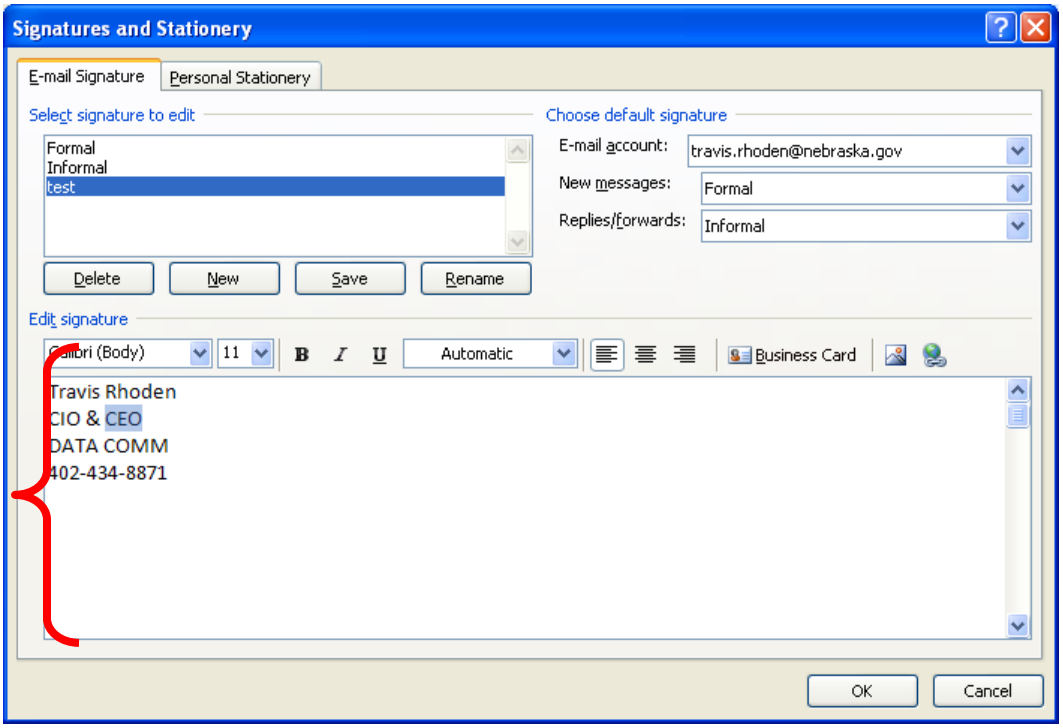
3. Click the Signatures… button to open the Signatures and Stationery dialog box.



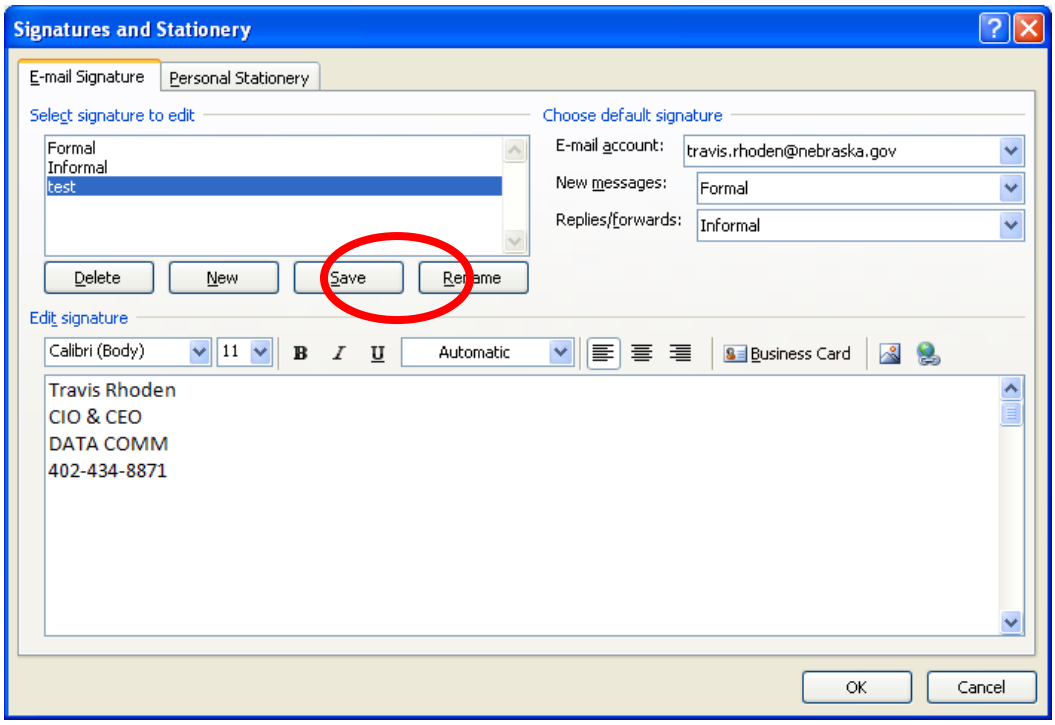
4. In the Select signature to edit box, select the signature you want to edit.



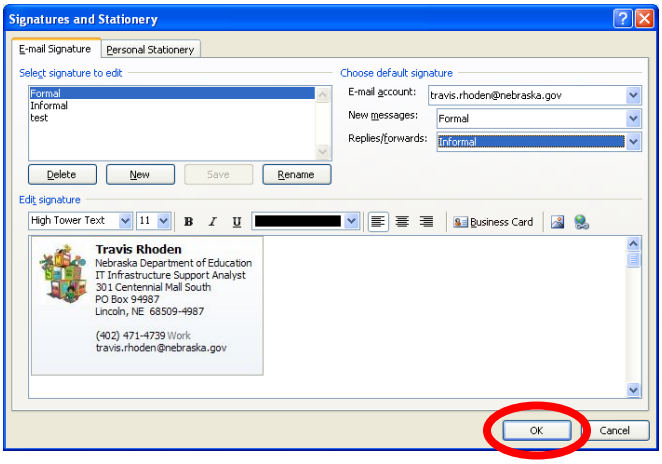
5. In the Edit signature area, make the changes you want to make.

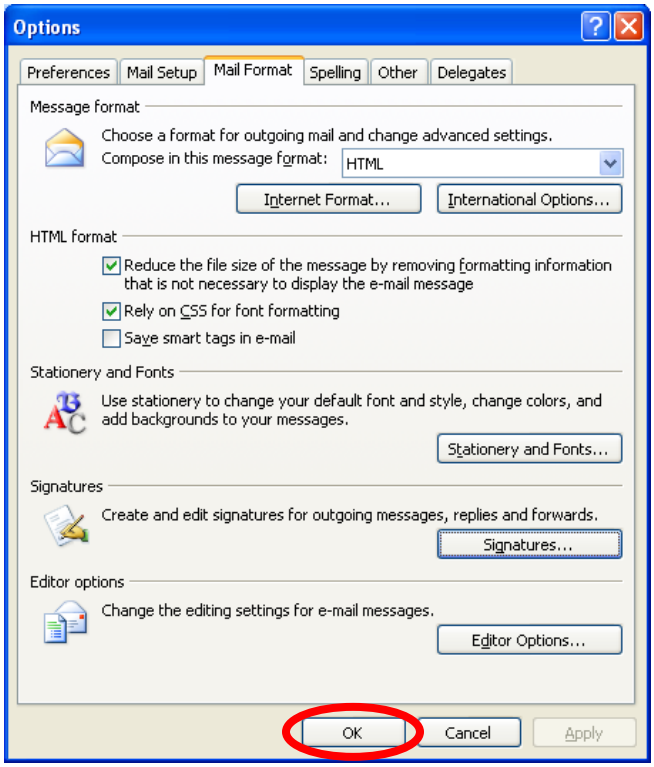


6. Once your changes are in place, click the Save button.



7. Click OK twice.

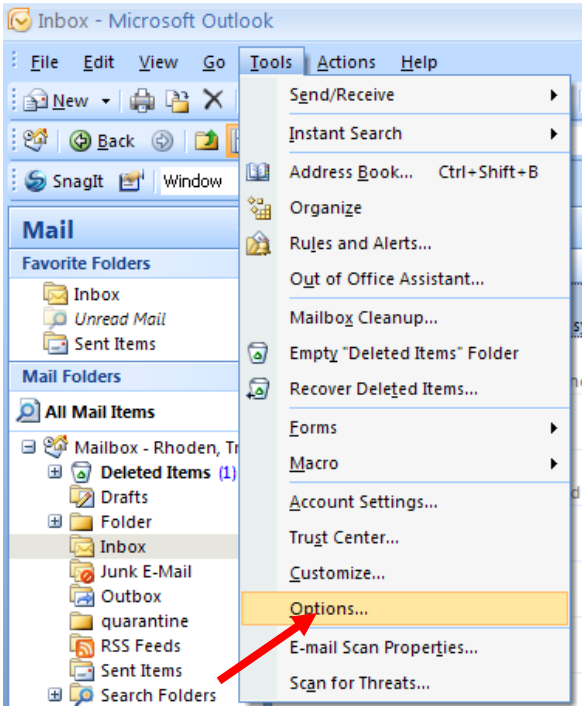




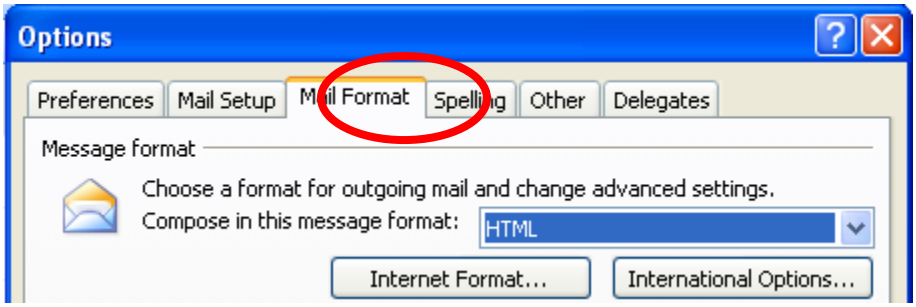
Working with Signatures

Changing the Default Signatures:

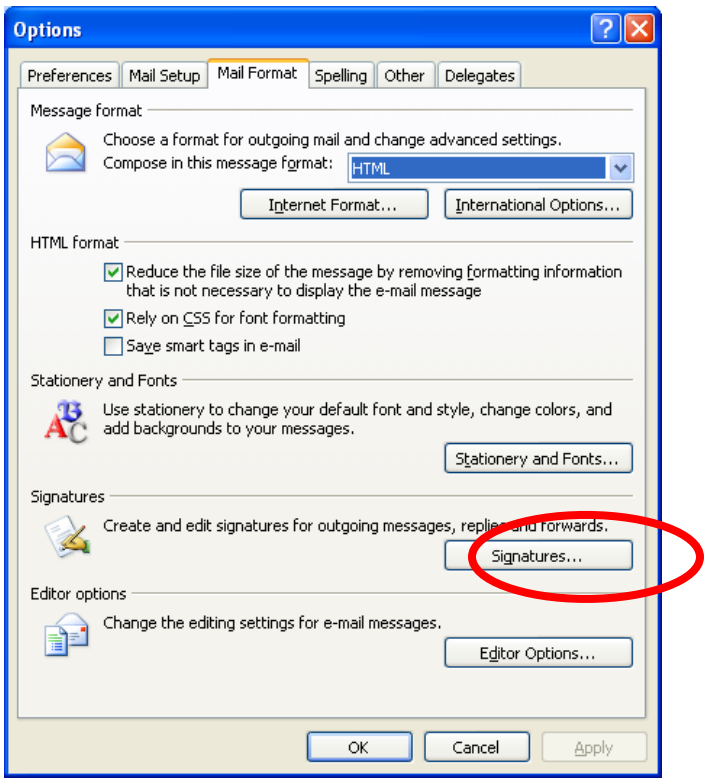
1. At the Program screen, choose Tools from the Menu bar, and select Options…



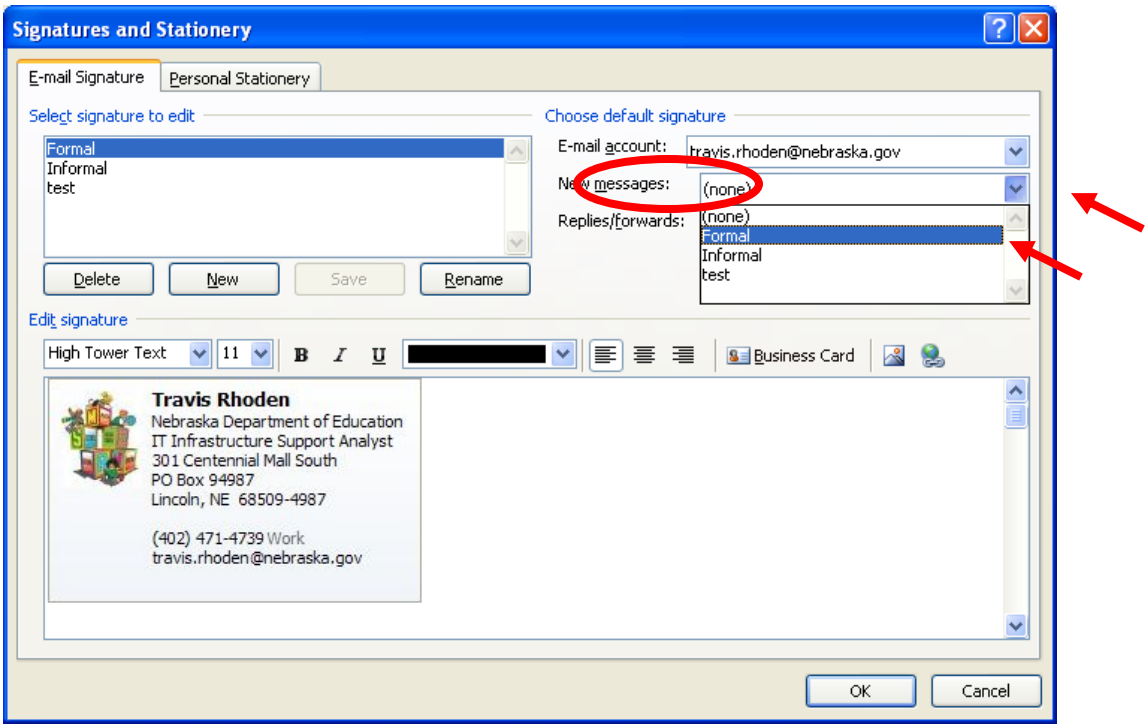
2. The Options windows will appear. Select the Mail Format tab.



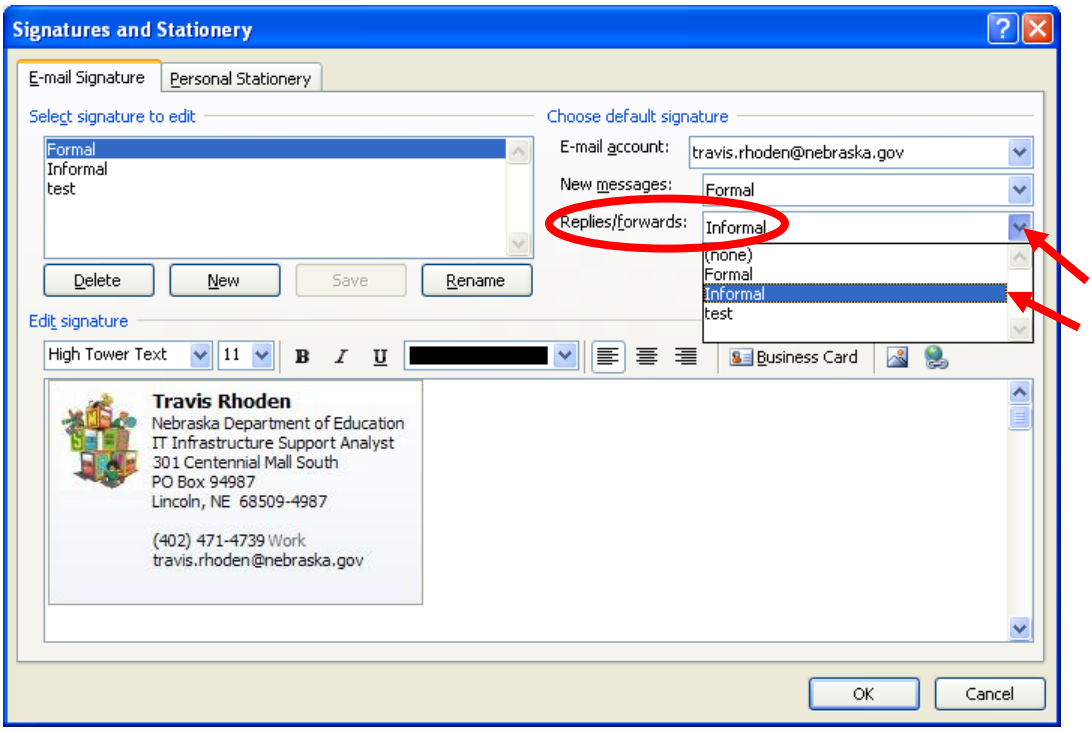
3. Click the Signatures… button to open the Signatures and Stationery dialog box.



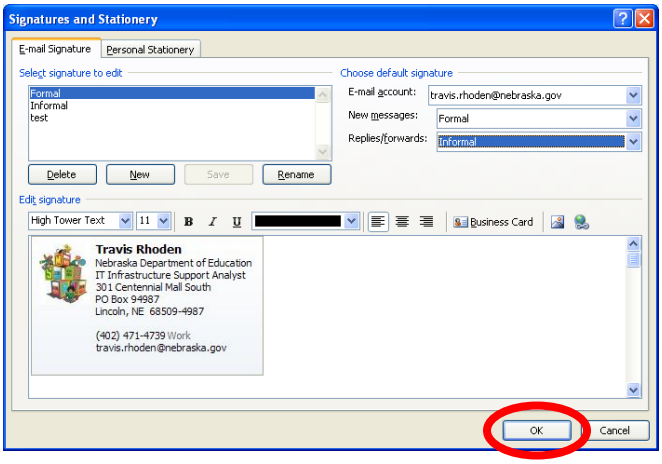
4. From the New messages: list, select the different signature that you want to display on all new messages that you create.

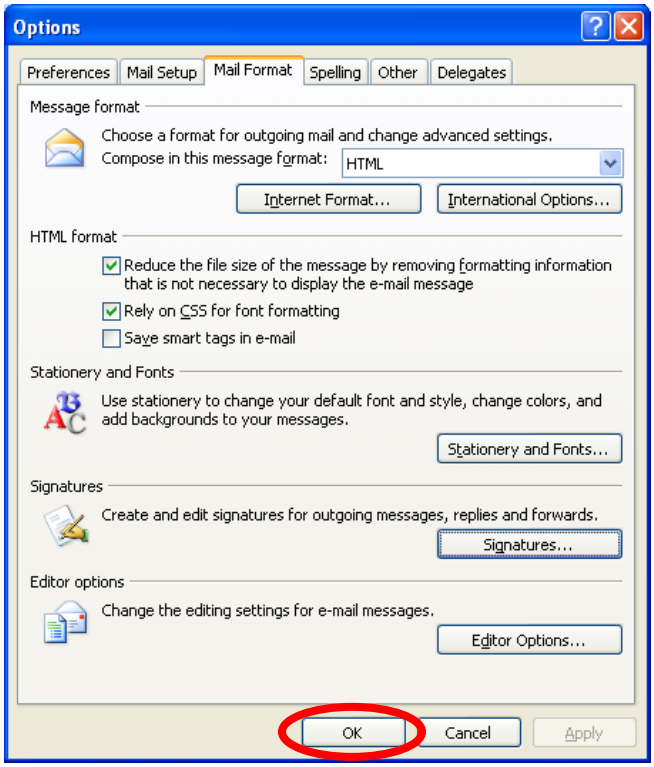


5. From the Replies/forwards: list, select the signature you want to display on all messages you reply to or forward.



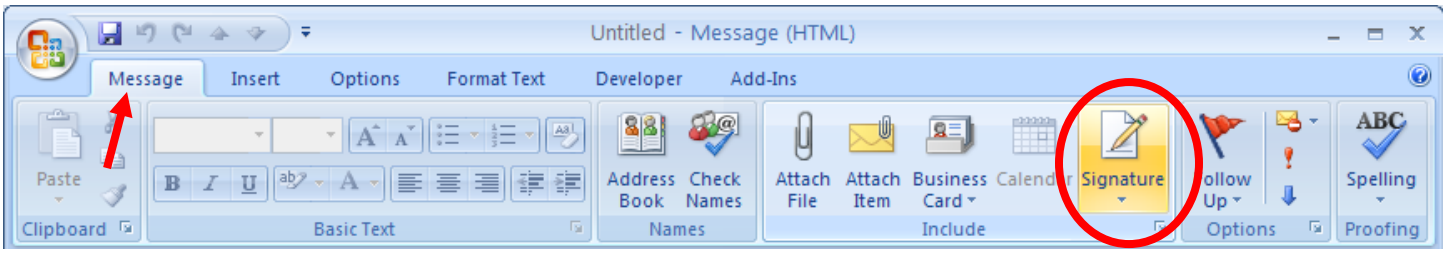
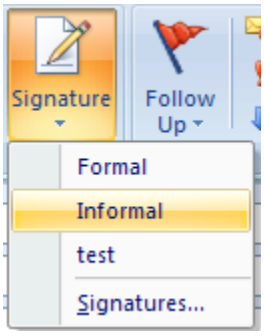
6. Click OK twice.





Changing to a Different Signature During a New E-mail:

1. While composing a new E-mail, make sure that the Message tab on the ribbon is selected. Then, click Signature under the Include group.



2. A drop down list will appear. Select the alternate signature name that you want to use for this E-mail. This will only change the signature for this message only.