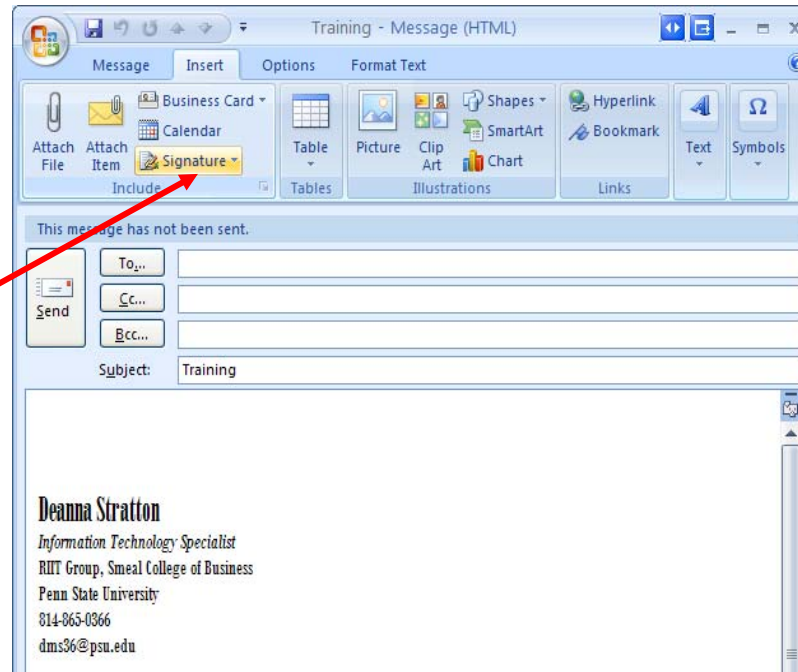
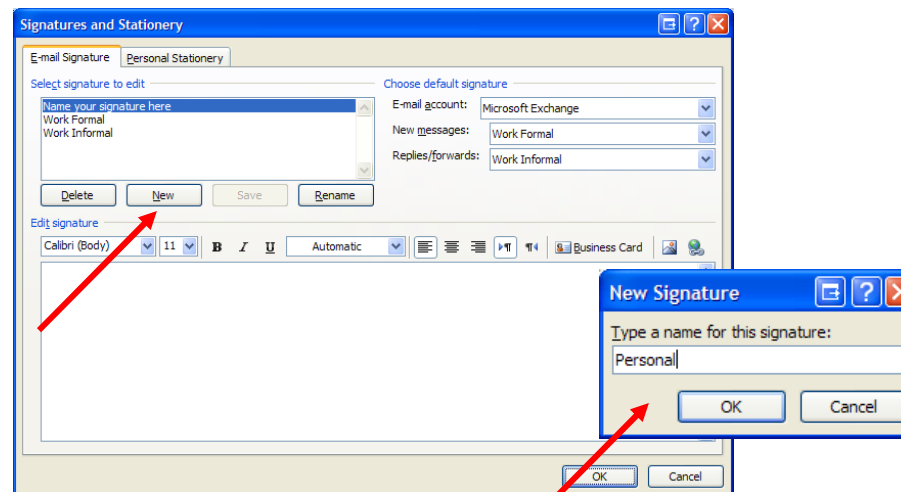


Creating A Signature

Open a **New Message**, and click the **Insert Tab**. On the **Include** chunk, click on **Signature**, Click, **Signatures**.

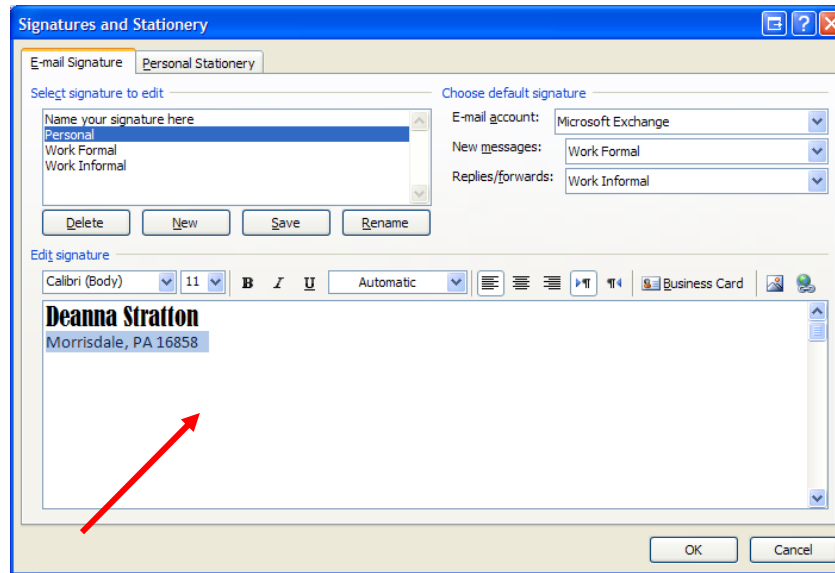


Click, **New**. In the “New Signature” window, name the signature. Click, **OK**.



Creating A Signature

Edit Text in “**Edit Signature**” window.



Set default signature in “Choose default signature” area, set signature for New Messages & Replies/forwards, if desired. Click, “**Save**” and then click “**OK**”

