

About Signatures!

You can use a signature to automatically add text to the messages you send. For example, you can create a signature that includes your name, job title, and phone number. You can also use a signature to add a boilerplate paragraph about how you want others to respond to your messages.

You can create multiple signatures, and select a signature to insert in a message after you have created the message.

How to Create a Signature For Messages

1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Send in this message format** box, click the message format you want to use the signature with.
3. Click **Signature Picker**, and then click **New**.
4. In the **Enter a name for your new Signature** box, enter a name.
5. Under **Choose how to create your Signature**, select whether to start from scratch or use an existing signature.

To select a file to base your signature on, click **Use this file as a template** and type the path and file name in the box, or click **Browse** to select from a list.

6. Click **Next**.
7. In the **Signature text** box, type the text you want to include in the signature.

You can also paste text to the **Signature text** box from another document.

8. To change the paragraph or font format, select the text, click **Font** or **Paragraph**, and then select the options you want. These options are not available if you use plain text as your message format.