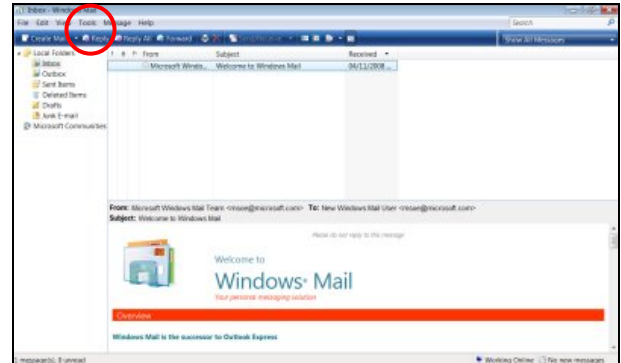


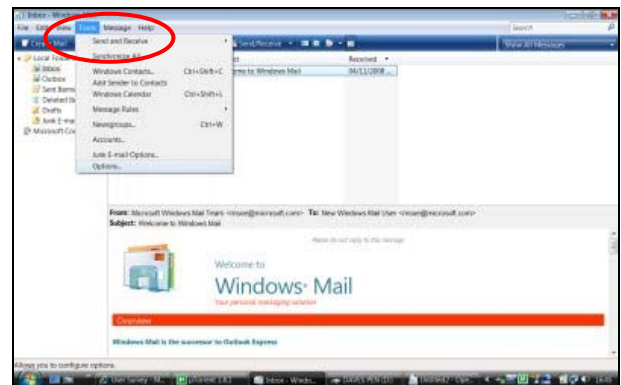
Tutorial: Windows Mail – Create a Signature

Open Windows Mail

Click on the **Tools** menu

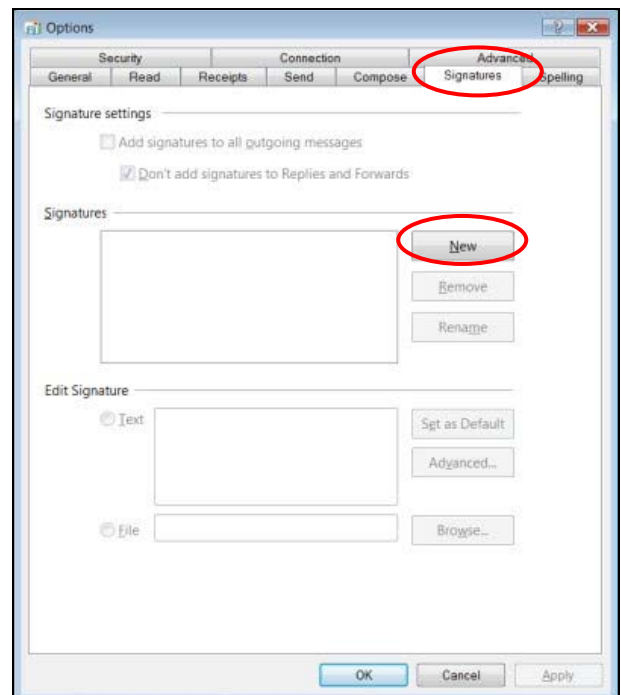


Select **Options**



Click on the **Signatures** tab

Click **New**

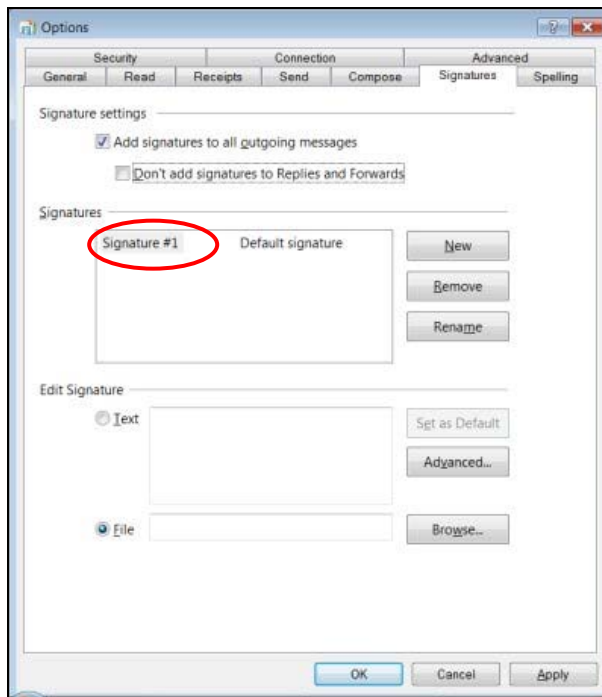


Notice Signature #1 has been added

Tick Add signatures to all outgoing messages if you want your signature to automatically appear each time you create a new message

For a simple text signature with no formatting or links:

- Click the **Text** button (under Edit Signature) and type in your chosen text.
- Click **OK**



For a formatted signature

you will either need to create an HTML file (or ask us to do it for you) and save it on your computer. For this example I have created one called signature.html and saved it on my desktop.

If you are using a formatted signature, Click the **File** button and then **Browse**

- **Locate** your file and select it
- Click **Open**
- You will be taken back to the Options menu,
- Click **OK**

