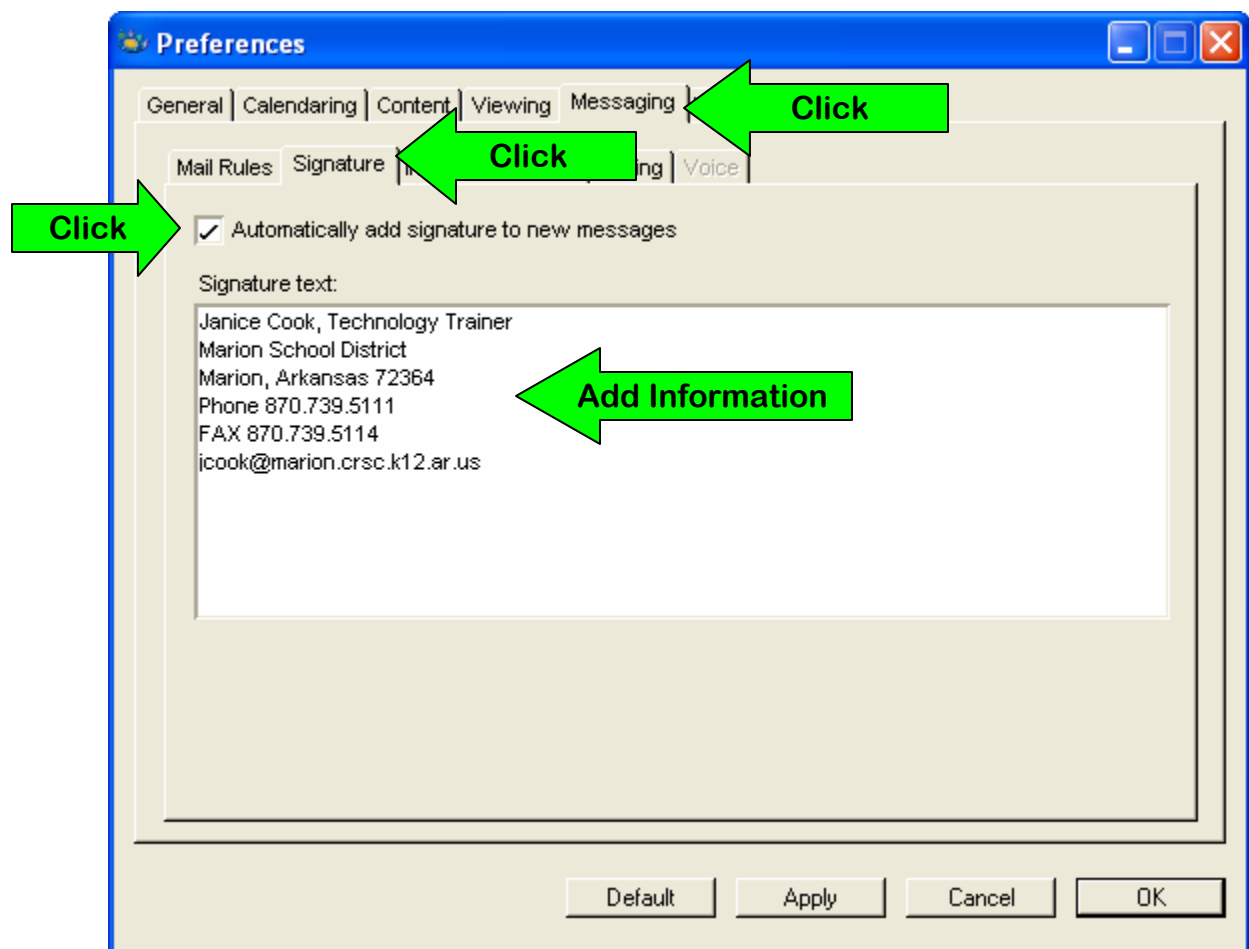


## How do I ... add a signature to my emails?

Have you noticed that some of the emails you receive contain the sender's mail address, phone number, etc.? This is known as a signature. You can easily create your own signature that will appear automatically on every email you send. Follow the three easy steps below and your messages will take on a very professional look!

1. Click **Edit > Preferences > Messaging > Initial Content** (formerly Signature)
2. Add your signature information
3. Select the Automatically add to new messages option



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