

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 these easy steps and your messages will take on a very professional look!

1. Click **Edit > Preferences > Messaging > Initial Content**
2. Add your signature information
3. Select the Automatically add to new messages option
4. Click **Apply** and **OK**

