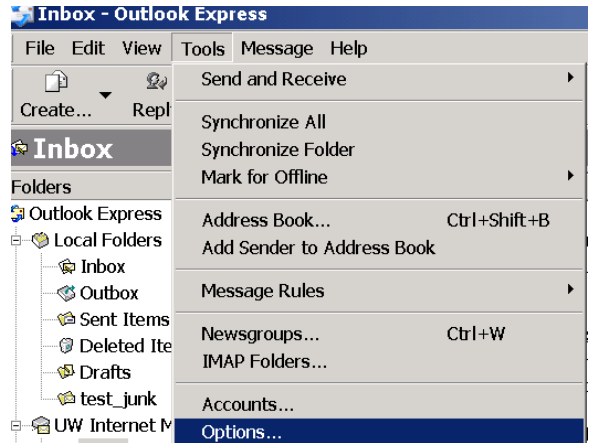
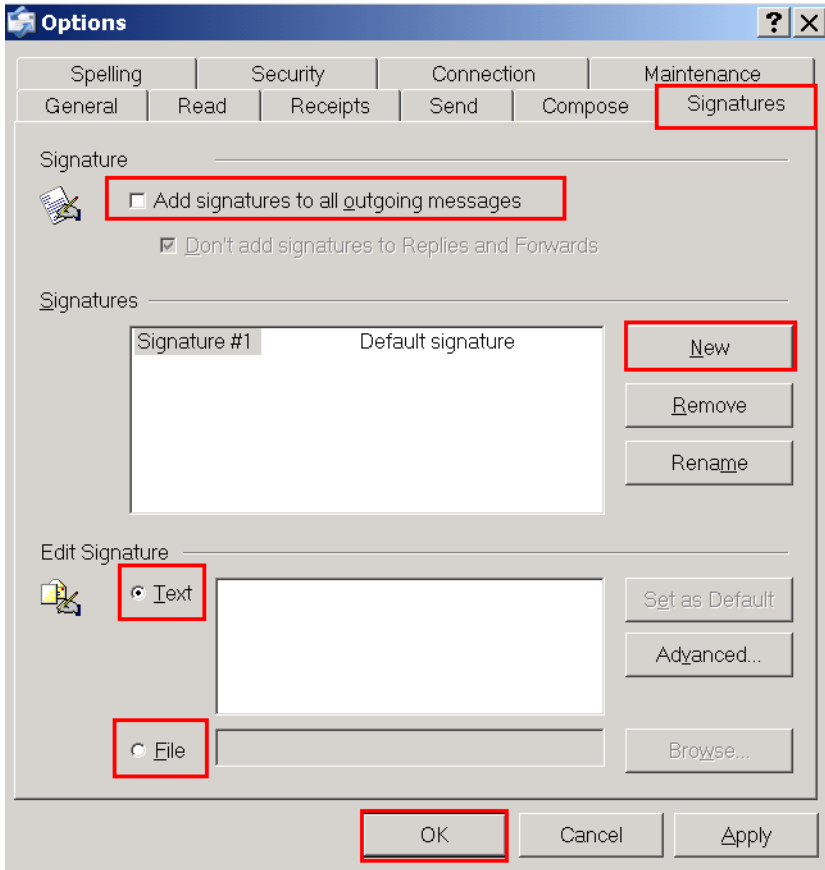


Creating Signatures in Outlook Express¹

1. Go to the Tools menu on Outlook Express and click on Options.
2. Click on the Signatures Tab, and the following dialogue box will appear.



3. Click on New.
4. You may enter your signature in the text box designated, or you may refer to an existing text or html file that has the information you want to include in your signature.
5. Put a check in the box by "Add signatures to all outgoing messages". Decide if you want your signature included in replies and forwards, and remove the check from this option if you do. When you are finished, click OK and send yourself an e-mail to make sure it is working and that you like the appearance of your new signature.

6. To the right you will see an example of a signature configuration that works.

