

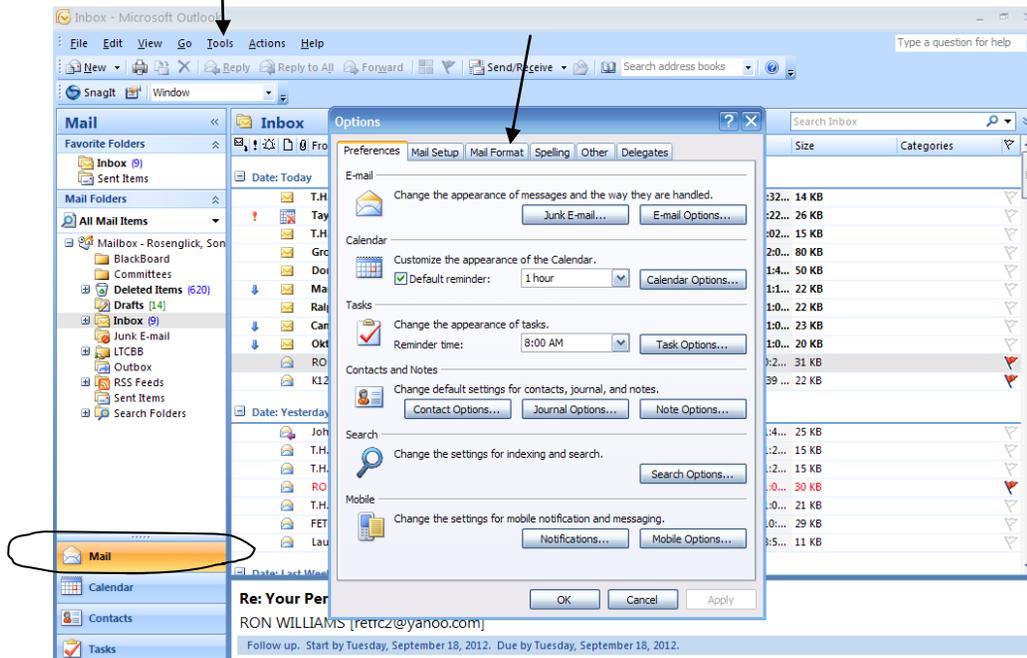


# Sonya's Tech Tip of the Week

## Email Signatures

With your Outlook program open, make sure that you are in the Mail section.

Then choose, Tools, then Options. The Options dialog box will open (as you see below).



Then choose the Mail Format tab and finally, Signatures. As you can see in the figure below, the Email-Signature tab must be chosen. You will then choose New, name the signature, and type the signature that you desire in the text box. On the right hand side, make sure that you choose which signature you want to appear in New messages and whether you want the signature to appear in replies/forward emails as well.

