

How To Guide: Automatically adding an individual signature to outgoing e-mails.

To have an e-mail signature to identify yourself on all outgoing e-mails, the first step is to create the signature.

This brings up the Options box. Select "Mail" on the left bar, then click on "Signatures" as shown below.

This brings up a new box that can be used to create or edit signatures. First select the e-mail account with the signature.

This opens a box to enter a name for your signature. Enter your name and click "OK".

This takes you back to the signature box to edit in the details. In the "Edit signature" section, type in a signature.

To have the signature automatically attach, use the two drop-down boxes under "Choose default signature" to select the signature and the email address.

Finally click "OK", and it's ready to go. Now each e-mail you send will have your signature included. Remember to save the changes.