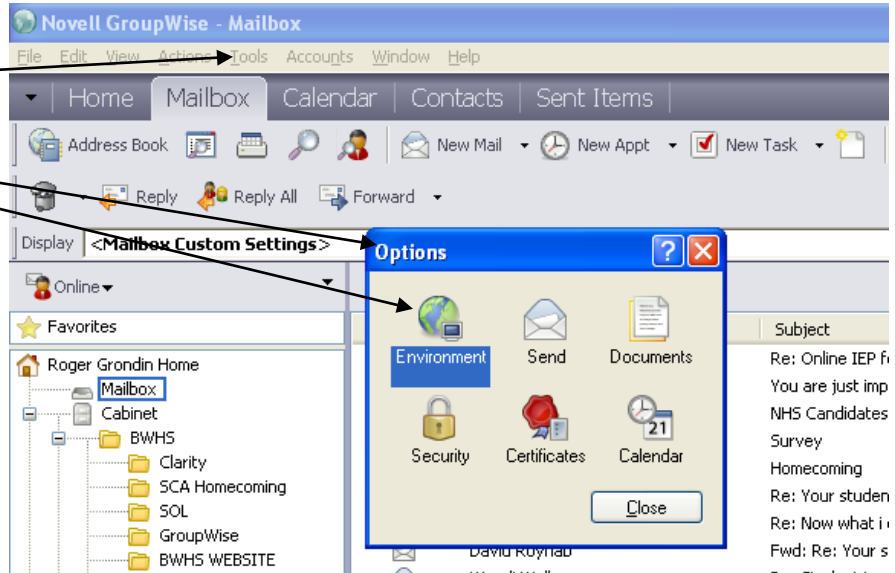


Groupwise Signatures

A signature is a list of information about the sender. It usually contains name, title, phone and fax numbers, as well as other information.

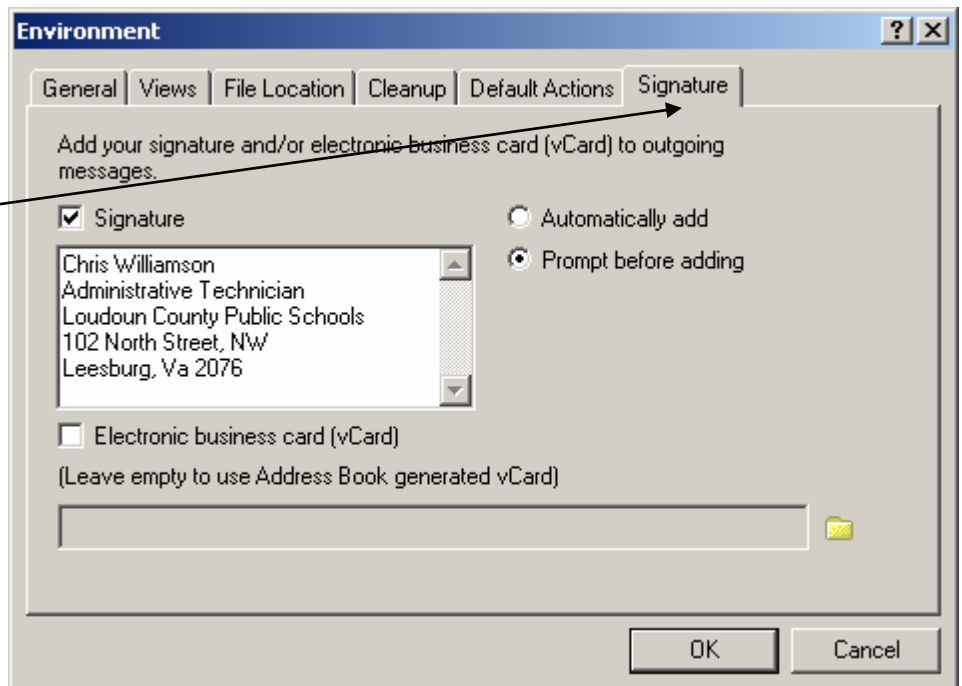
To set a signature, click on Tools, select Options, and double click Environment,



Select the signature tab. This screen should appear.

Check the signature box and type in the information you want displayed after your message. You can choose to automatically attach the signature to every e-mail you send, or you can choose to be prompted after you click Send.

Notice that you can have multiple signatures, and choose which one to use



If you are at home, using the webmail access, the procedure is slightly different. And, we have found out that the signatures do not necessarily change together!

In Webmail, choose Options

Then Compose

Then the signature section

