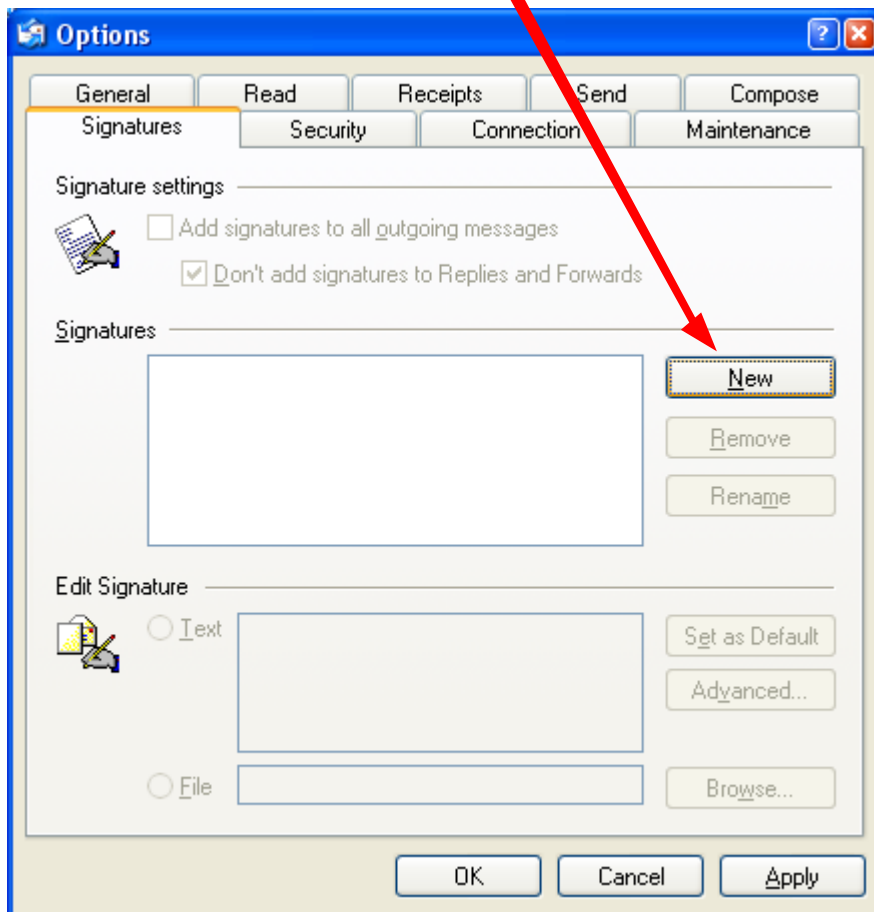
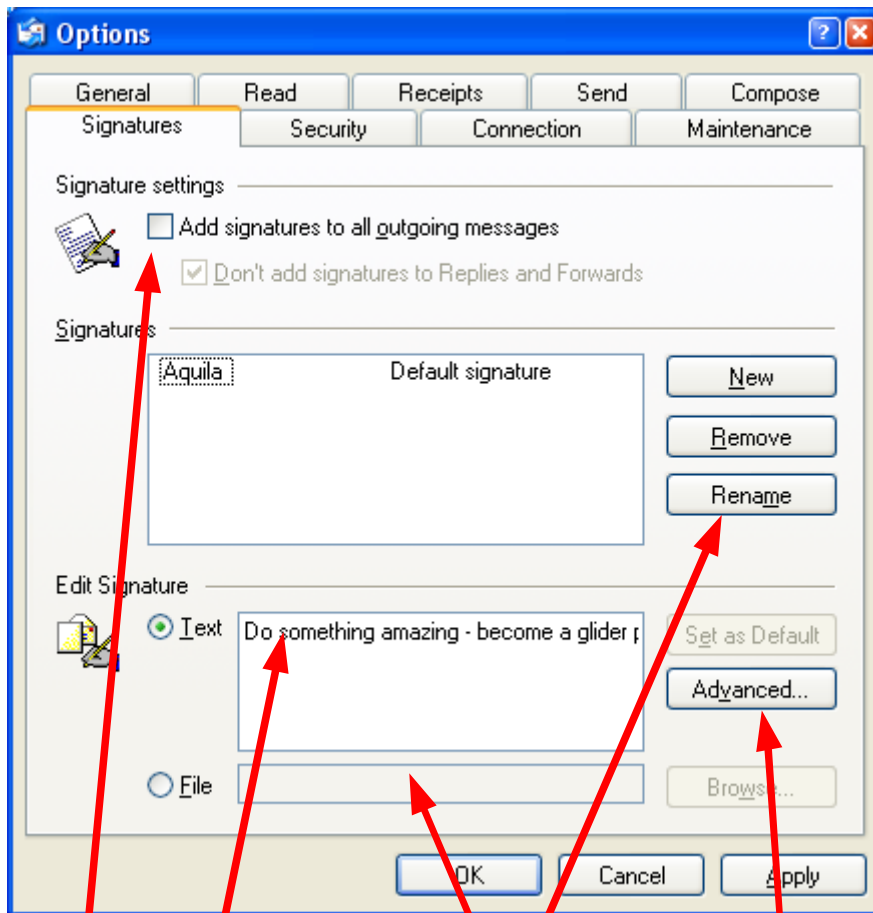


Adding a signature to Outlook Express messages

Do you want to add a standard piece of text to the end of all your email messages? Maybe some promotional strapline, company details, etc?

In Outlook Express Select **Tools – Options** and click the **signatures** tab. This will list any signatures that you have. Press **New**

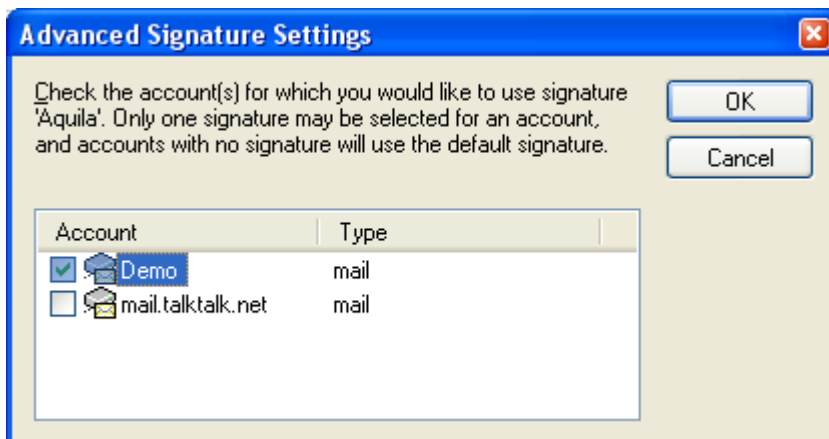




This will add a new signature, which we have renamed to Aquila in this case.

You can either type in some text or select a .TXT file

If you want to use this signature for all messages, tick this box OR press the **advanced** button to open up more settings.



You may set up a number of signatures and this allows you to select which which email accounts (or names) use each signature. More than one email name can use the same signature, but you can't have more than one signature for a name.

