



Coffee Break

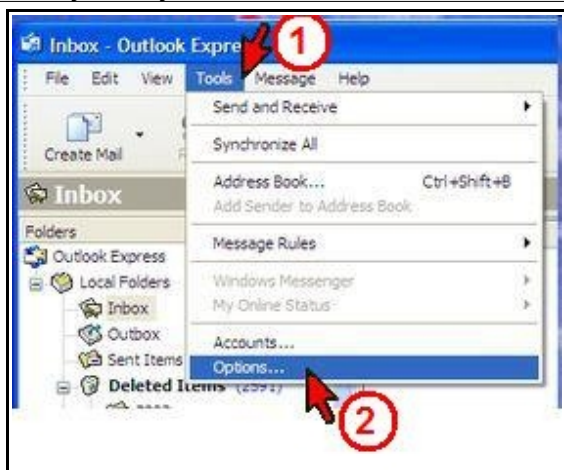
Question on Software or Operating system.

USING THE SIGNATURE FILE IN OUTLOOK EXPRESS.

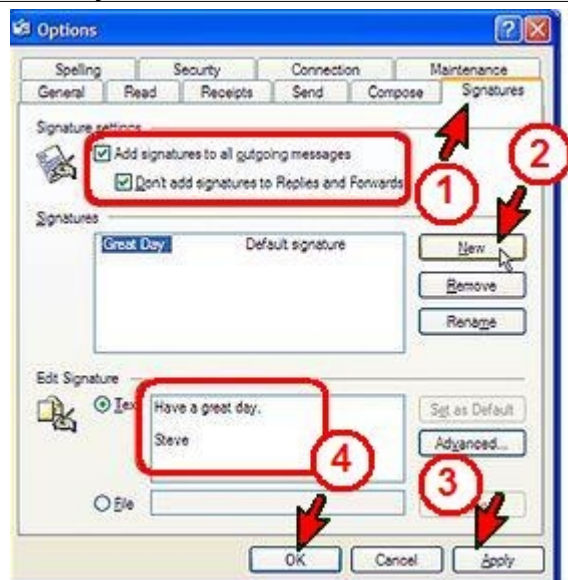
A signature file is a little piece of text that automatically placed at the end of an e-mail. This has the effect of "signing off" the message.

For example, when I send out an e-mail, the following signing offs are (one) automatically placed at the end:

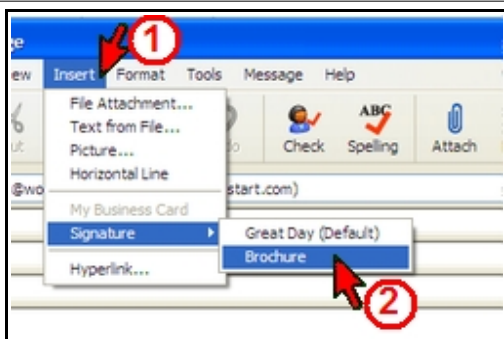
Sincerely, Many thanks, Until next time, or Have a great day, John.



In Microsoft Outlook. Before going to [Create Mail]. Go to (1) [Tools] (2) Options.



- (1) Select [Signatures] tab
- (2) New (enter your signature in the lower edit box).
- (3) [Apply] then (4) [OK].



In the [Create Mail], write your email letter. (1) select [Insert] (2) [Signature] Notice there are two options of signing off. You can create many signatures, each has it identifier name supplied by the user.

There is another option to signing off with a Signature and that is adding an image. Maybe a business card. Scan you business card and place the image in a easy to find folder. Open [Create Mail], write your message then, (1) click [Insert] (2) Click [Picture] A second menu prompts to browse for the image. Select the business card image. Then sent your email.

