



## Signed, Sealed and Delivered

*Signature files allow you to sign off all your E-Mail automatically and with a flourish, if you like*

Are you tired of signing your name each time you send an e-mail? Both Netscape Messenger and Outlook Express let you create a signature that will be added to e-mail messages.

### Creating Your Electronic Signature

Open a new file in your word processor and type your signature. Your signature can be your name, a title, phone or fax number, a quotation, a link to site, or whatever you want to put in. Once your signature is ready, you should save the file in plain text format. Usually you do this by clicking the file menu, clicking "Save As" and then choosing "Text Only" or "Plain Text" as the file type. If you are using Microsoft Windows Notepad or Simple Text, your file will be automatically saved this way.

### Configuring Your E-Mail Software

To ensure that your signature appears in your E-Mail messages, you need to configure the software:

#### In Netscape Messenger:

- Click the **Edit** menu and then click **Preferences**
- In the **Category Sidebar**, click the **+** beside **Mail & Newsgroups**. Then click **Identity**.
- Click in the box beside the **Signature File**, and then click the **Choose Bottom**.  
Browse to find the signature file you created earlier on your computer's hard drive, click the **Open Button**
- Click **Ok** to save your new signature

#### In Outlook Express:

- Click the Outlook Express **Tools Menu**, click **Options** and then click the **Signature Tab**.
- Click the **New Button**. Enter text in the **Edit Signature Box**, or click **File**, and then find the previously prepared file on your hard drive you would like to use.
- Check the box to select **Add Signatures** to all outgoing messages
- Click **Ok** to save

### Sign Messages Automatically

Now, whenever you send messages, the contents of your signature file will be displayed at the bottom of your message. Messenger automatically adds a short line of dashes directly above your signature to separate it from the body of your message and Outlook Express adds a space. If you want to change your signature in one message, just edit the displayed signature before you send. To change your signature for all messages just open the original text file, make your changes and save the new signature.