

SIGNATURE FILES

One of the best ways market yourself in email messages is with an automatic **SIGNATURE FILE**. Every message will be *pre-signed* with the contents of the Signature to save time and make it easy for the recipient to contact you in other ways besides email!

1. Click **TOOLS**...
2. **OPTIONS**...
3. **SIGNATURES** tab...
4. Check of **Add to all messages**...
5. Click **NEW**...
6. Fill out the box at bottom...
7. Click **APPLY** and **OK**.

