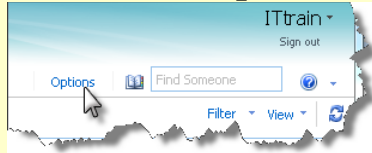


# Create a Signature File

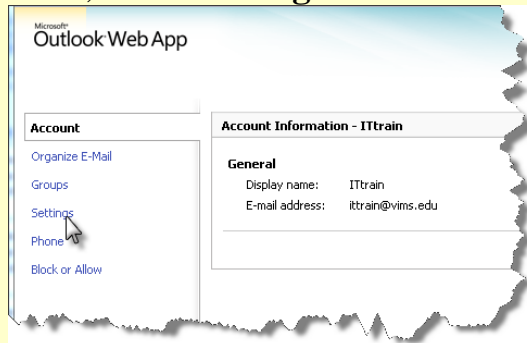
A signature file is a short text file you create for use at the end of your email messages. For example, you might include your full name, occupation or position, phone number, fax number, email address, and the address of your Web site if you have one. Many people also include a favorite quote or short personal statement.

## Try This Yourself:

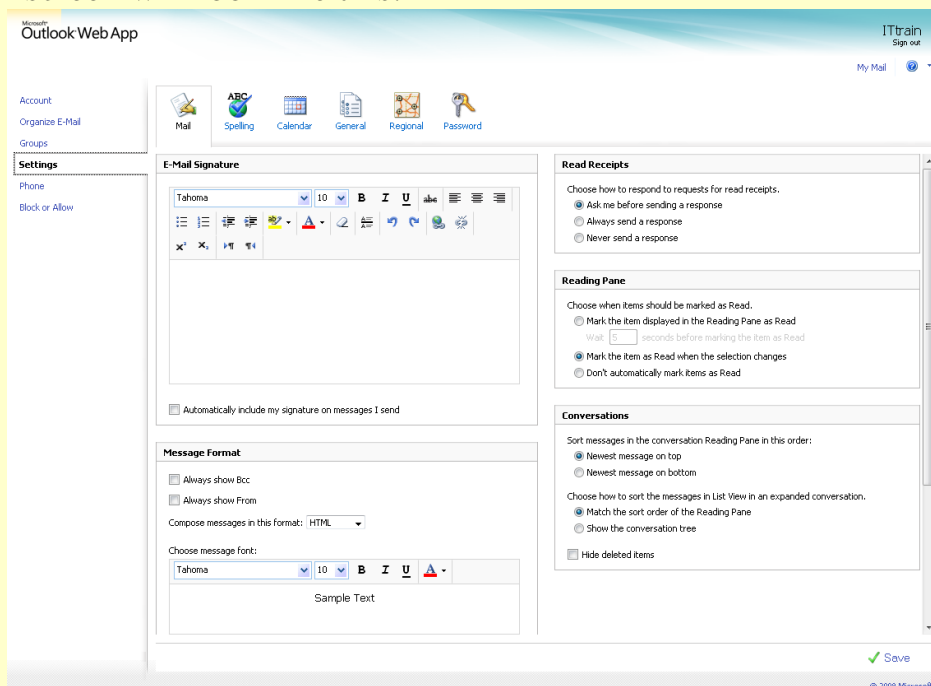
- 1 On the top right hand section, click **Options**.



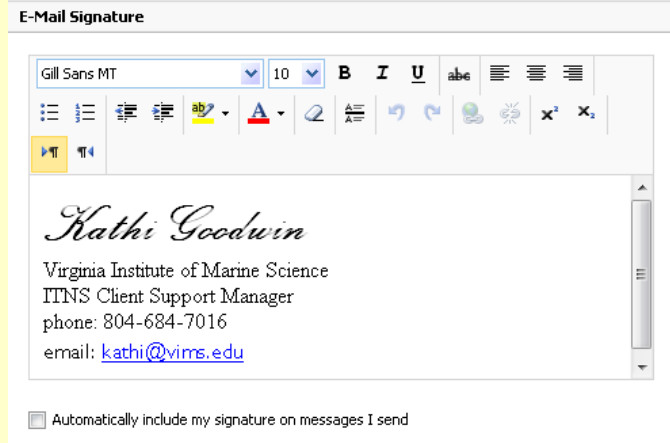
- 2 In the left hand column, select **Settings**.



- 3 Your screen will look like this:



- 4 Type your signature information into the screen as follows. You can make format it as well or copy your signature file from somewhere else.



- 5 Select **Automatically include my signature on messages I send** if you want your signature included on all messages.



- 6 Select **Save** in the bottom right hand corner.

