Solution

# Email Signatures

## **Instructions:**

Open a new email message window.

1. On the ‘Message’ ribbon, click the **Signature** button,   then click the 2nd Signature button
2. Click ​
3. Type a Name for your signature file: ​
4. Begin to edit your signature making good use of the formatting tools available, and add your photo or company logo / web links:

​​

1. The last step is to make sure you designate which signature to use for New messages and Replies/forward messages:

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After creating at least two personal signatures, practice selecting them using the right-click in a brand new email.

**To use when drafting a new email, and quickly switch the signature choice**, simply Right-Click the automated signature and choose from the list that appears on the message screen. (Must have at least 2 signatures set up for this to work.)

