

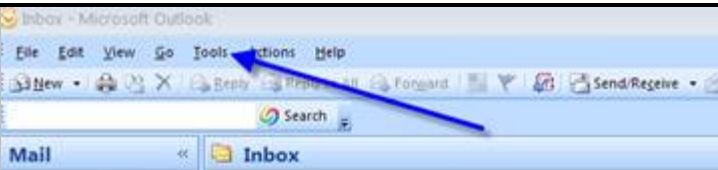


# Office of Information Technology

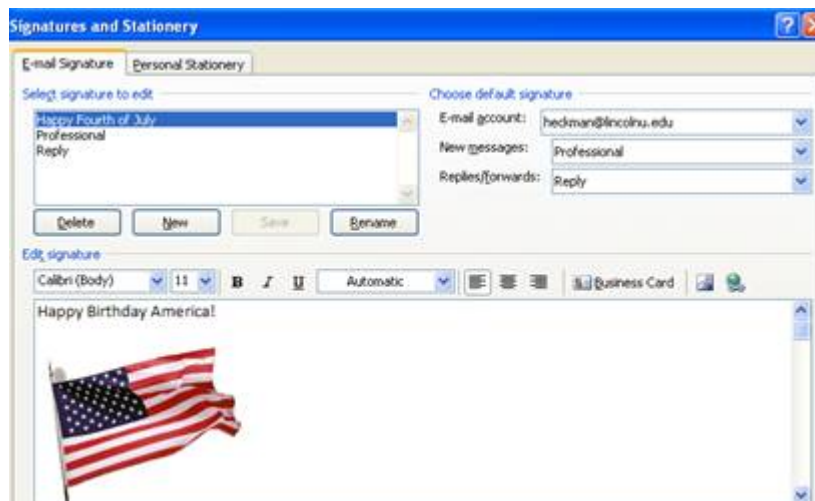


## Hints & Tips

### Email signature:

Would you like to have your “signature” at the bottom of each email you send out? Maybe you want your “reply to” emails to have a different signature. Here is how to do it:

1. Click on Tools  

2. Click on Options or ALT +o  

3. Choose the Mail Format tab.  

4. Click on Signatures  
...



From here you can create multiple signatures that can be used for new messages, replies/forwards, personal, or special emails.