

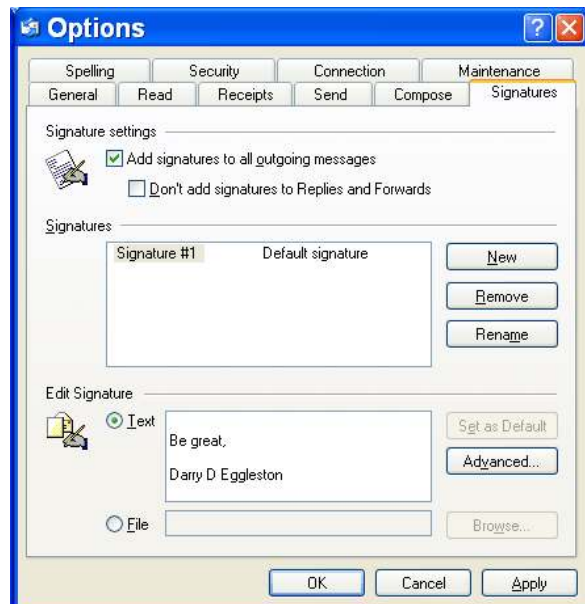
# OUTLOOK EXPRESS

## CHANGE SIGNATURE

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1. Open Outlook Express.
2. From MenuBar, select *Tools > Options*.
3. Left-click on “Signatures” tab.
4. IF you already have a signature file, Left-click on it and it becomes your signature (**Figure 1**).
5. If you do not have a signature, Left-click on “New” button.
6. Type a title for that signature.
7. In the “Text” area, type what you want it to say.

➡ NOTE: Touch the *Enter* key, on your keyboard, before you start typing your signature to create a space between what you type in your email and where your signature begins.



**Figure 1**

8. Check to ensure there is a check next to “*Add signatures to all outgoing messages.*” (This ensures that the signature is added to Replies as well as to original messages.)
9. Make sure there is not a check next to “Don’t add signature to Replies and Forwards.”
10. Left-click on “OK” button.

Now, every email you send or to which you reply will have that Signature on it.