

## **Setting up a basic text signature**

Anyone using Outlook Express can set up their own “signature”, or even several. This can then add information to each email you send (though it can be deleted if and whenever you wish, or only added when required).

1. Click on the Tools menu, then Options, then into the Signatures tab.
2. Click to “Add signature to all outgoing messages” if you wish.
3. And also in “Don’t add signature to Replies and Forwards”, again, if you wish.
4. These settings can easily be changed whenever you want to.
5. Click New and the cursor will appear in the Text box.
6. Enter your “signature” details as required, such as  

Barbara Saul  
elementally...  
www.elementally.co.uk  
Telephone: 08456 44 0709
7. If this is your usual or only “signature” required – click on “Set as default”.
8. Then, click on Rename and enter whatever suits you and makes sense.
9. Finally click on OK – and that’s done.
10. If you do not have the signature added automatically to all messages, you can select it in any outgoing mail as follows:
  - a. Place your cursor (click) in the body of the message.
  - b. Click on the Insert menu
  - c. Click on Signature, and select.
11. To remove a signature, just highlight it (or part of it) and delete.

Additional signatures can be created in the same way, and added per 10.

You can also create and add an email disclaimer, perhaps ideally within your default signature.