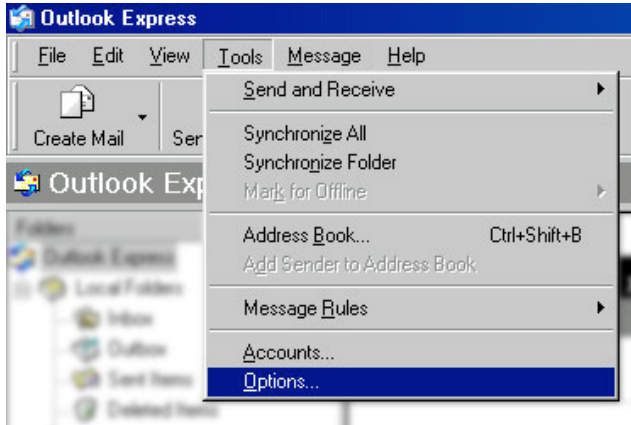
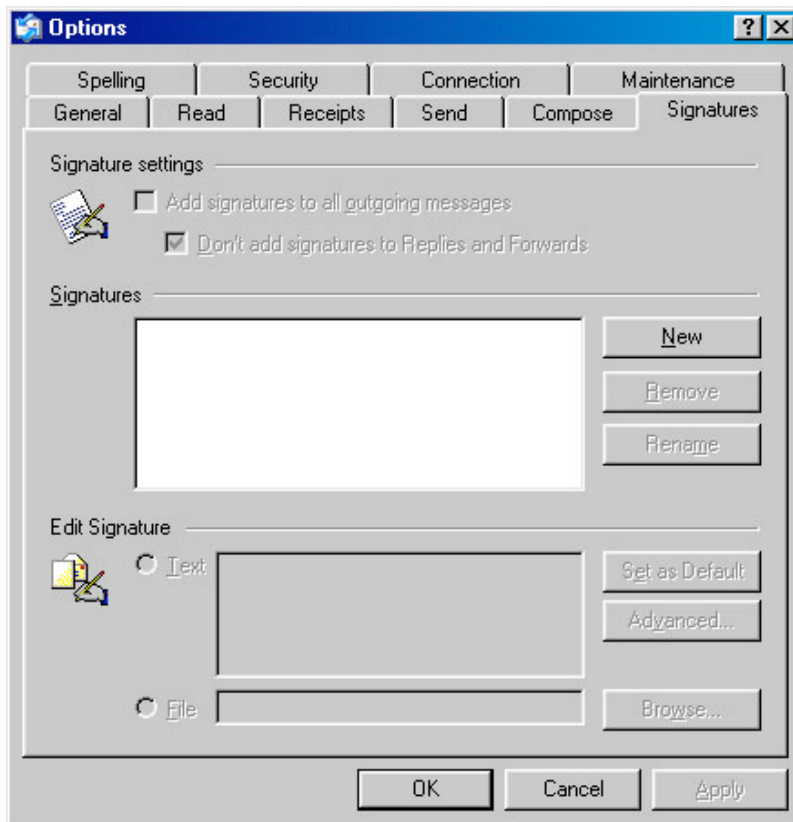


## Setting Up A New Signature In Outlook Express

Start up Outlook Express and navigate to the menu bar selecting "Tools" followed by "Options"

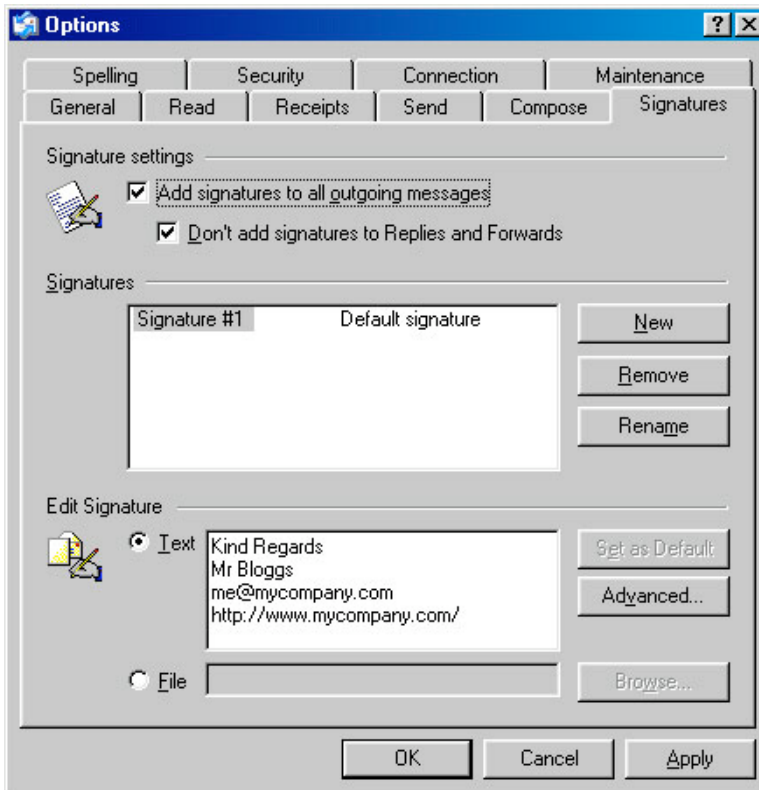


A New window will appear, illustrated below: Click the tab to the far right labelled "Signatures" and click the button labelled "New"....



Making Sure you have the radio check box labelled "Text" checked, type in your signature as you wish it to appear and tick the box near the top of the window labelled "Add signatures to all outgoing messages".

Click the "Apply" button, close the window by clicking "OK" and try sending yourself an email to view the results.



Tip: If you send 'Plain Text' emails, when you add your website address to your signature, prefix the address with <http://> to make the website address into a clickable link.