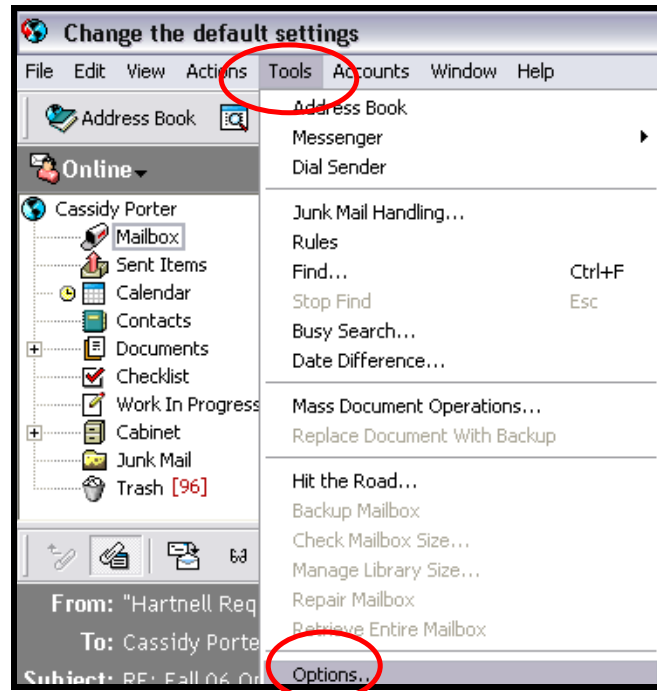


How to Setup Your Signature

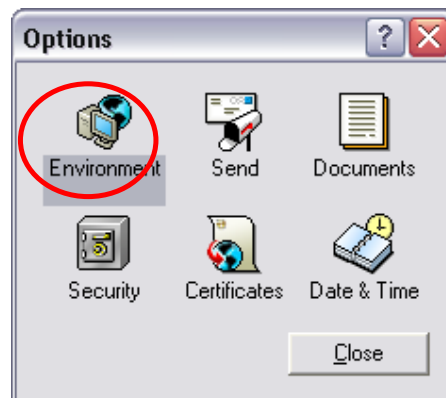
Step 1

- Using the menu bar, go to "tools" and chose "options"



Step 2

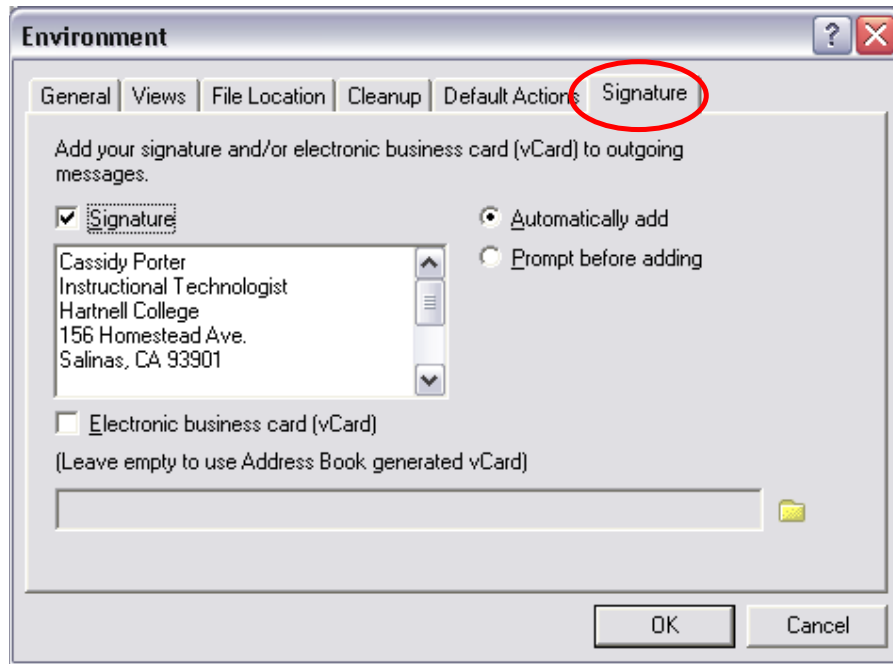
- Double Click "Environment"



How to Setup Your Signature

Step 2

- Select the "Signature" tab



Check the "Signature" box
Click the "Automatically add" radial button

Add in your signature
Your name
Your title
Your address
Your phone number
Your fax number
Your email address

Remember: some people will use your signature as a way to copy and paste your contact information, think of it as a business card.