Creating a Signature

If you want your email to pop and not have to add your name at the end of the message you can create a signature.

To create your signature open a new mail message and on the include section click the signature and select the new button.   After you name it you can get as creative as you want using different fonts, colors, and even inserting pictures. Here is an example of my signature I use for the Ask Diane emails I send out…

If you want it to be on all of your new messages or Replies just select it from the drop down. The next time you open a new mail message your signature will automatically be there. Have fun and get creative.