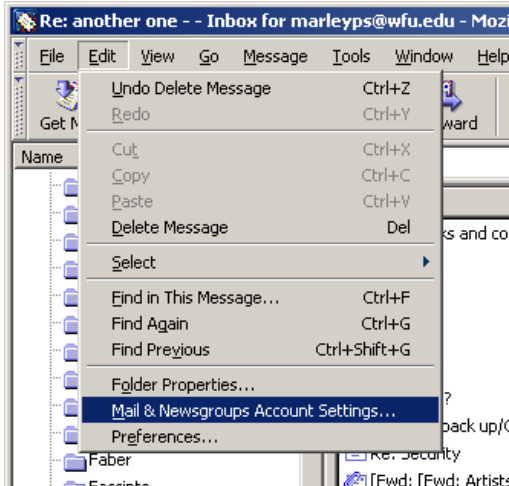


Using “Signature File” with e-mail

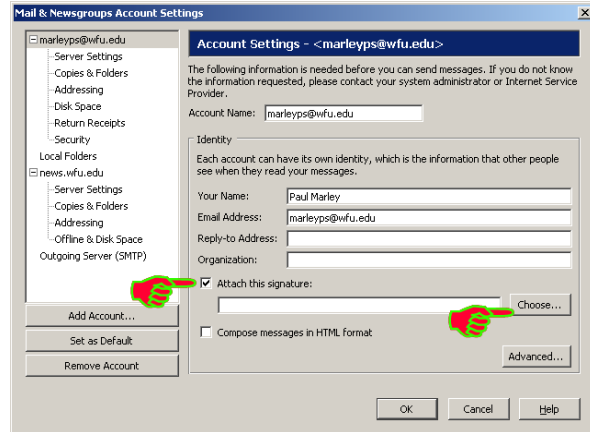
This feature will place user specified information at the foot all e-mail sent.

Make a .txt file (MSWord or Notepad) that has all the preferred info and save it somewhere.
(example: C:\Userdata\Word\signature file.txt)
Then open Mozilla:

1.

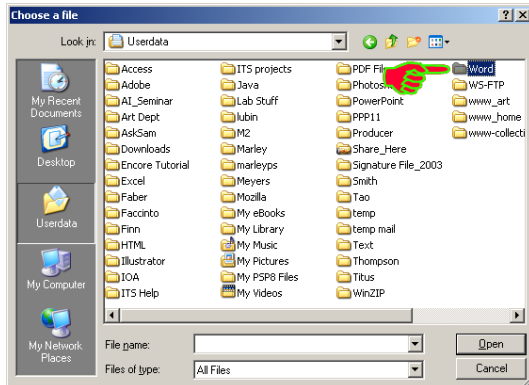


2.



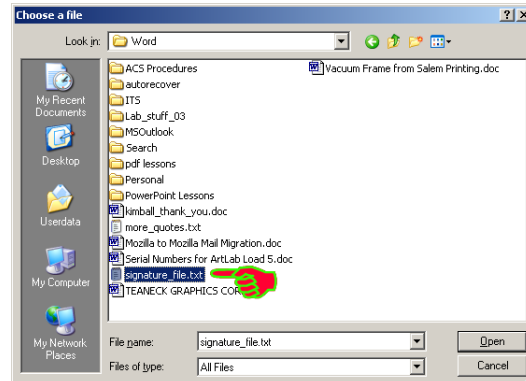
Check the box next to
“Attach this Signature”
“Click” **Choose** to browse to where you
saved your text file

3.



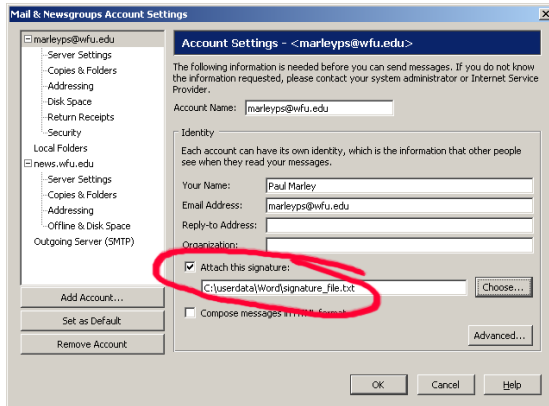
For this example:
Go to Userdata and double “click” on
Word

4.



Select your signature file and “click” **Open**

5.



You will see the location of your file in the box, then “Click” **OK**

Sample info:

Paul S. Marley
Academic Computing Specialist
Department of Art
Wake Forest University
336.758.4803
marleyps@wfu.edu
<http://www.wfu.edu/~marleyps/>

Other info might include:

Office location
Office Hours

This will show at the bottom of every e-mail you send.