

# Creating Signatures

At the end of each e-mail message, you can put in your name, address, telephone number, E-mail details etc. And it becomes very boring if you have to type it in every message.

So, what we can do is create a signature file that will be appended at the bottom of each message automatically and the size of it should be around 4 lines or less.

## To do that:

- First go to the **Start Menu**, click on **Programs, Accessories** and then launch **Notepad**.
- Type the text and then save your file by going to **File Menu** and choose **Save As** option.
- You need to tell the navigator, which file to use because you can have more than one signature if you wanted to.
- Go to the **Edit Menu -> Preferences Option**
- In the **Preferences Dialog Box**, Under **Mail And News Groups** Category, select **Identity Tab**.
- You can type in the path in the **Signature File Box** or browse for it by clicking on **Choose** Button.
- Finally, click **OK**.

Next whenever you send any mail, the Signature file will be added to it automatically. (As Shown Below)

