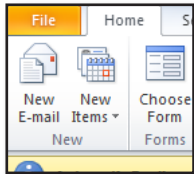
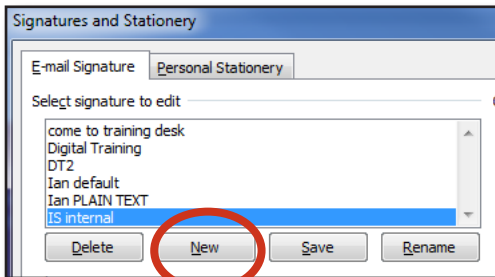
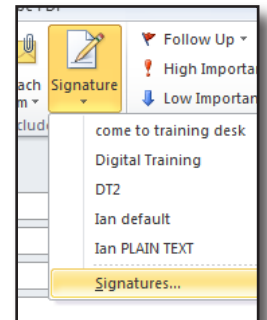


## Create email signatures

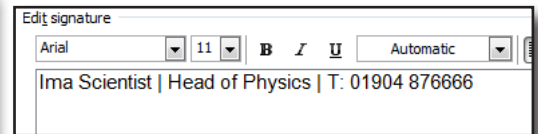


Start a new email.

On the **message** menu, click on **Signature** and **Signatures...**



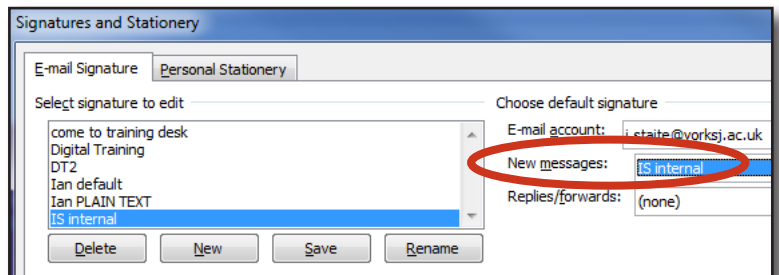
Select **New**, name the signature and enter the text that you want.



To create further signatures click on **New** again.

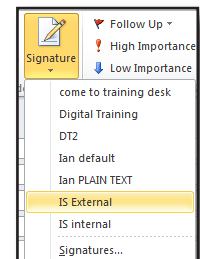
## Selecting a default signature

When entering signatures as above, you may also set a default signature for new emails. This is best to set as your internal signature as these will be the majority of emails composed.



## Choosing a different signature when writing an email

When composing an email, the default signature will be automatically added. To change signature use the **Signature** menu and select the one you want. The default one will be automatically removed and replaced by the signature selected.



## 175 years of excellence footer

An additional footer will be added below your signature. You will not see this when composing your email, it is added later. The temporary 175 years footer does not apply to student or shared mailboxes.

