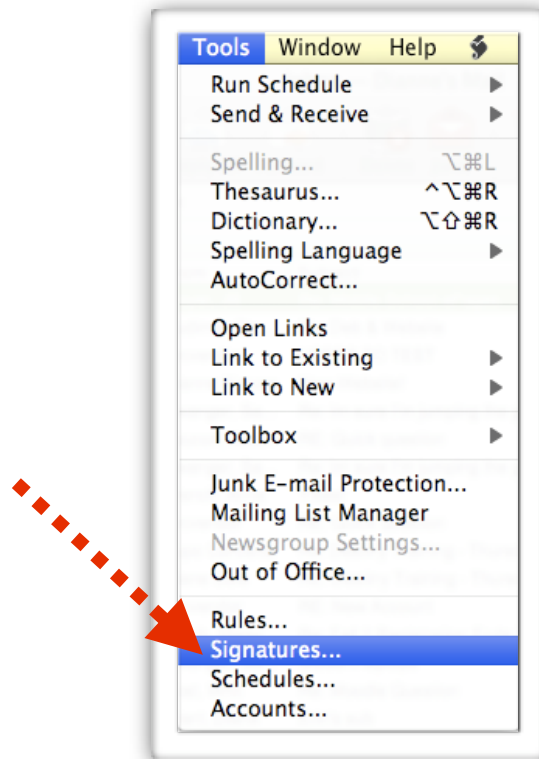
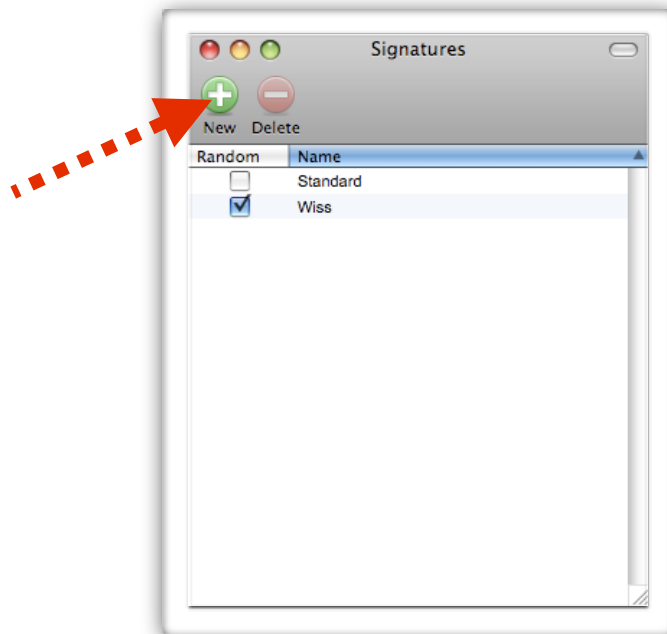


Creating a Signature in Entourage

1. From Entourage, click the Tools menu and select "Signatures..."

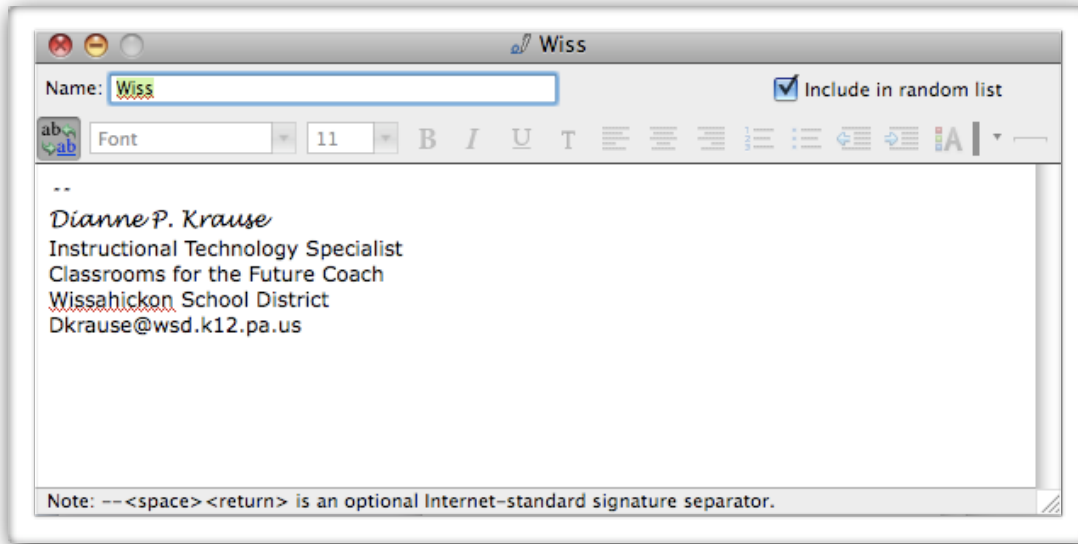


2. Then, you will see this window. Click the green + to add a signature.



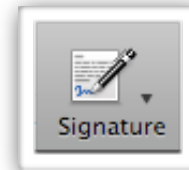
Creating a Signature in Entourage

3. Configure your signature however you'd like it. You can name it whatever you'd like and you have ability to change fonts and colors and so forth. Here's Dianne Krause's signature as an example:

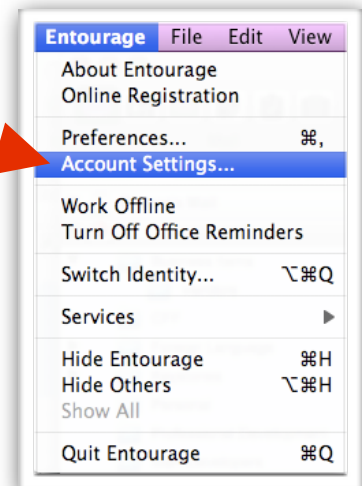


4. To use your signatures on emails, you can select the signature you want as you compose your emails or you can set a signature as the default signature that will be used every time. See below for instructions:

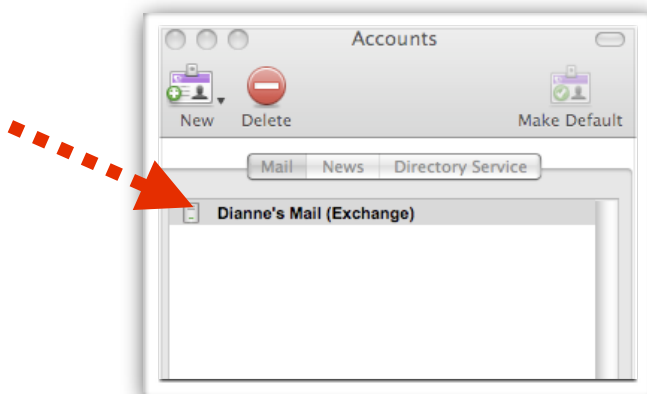
- Selecting signature when composing by clicking this button at the top of your compose window:



- To set a signature as a default signature...
 - click "Entourage" from the top menu and select "Account Settings..."



- Double-click on your email account (there should only be one!)



Creating a Signature in Entourage

- On the “Options” tab, under “Message Options”, pull down the arrows and select the signature you’d like to be your default. Click “OK” when you are done.

