

## **Tip – How to Create and Use a Signature in Eudora**

The following are steps to create and use a personal signature on outgoing email messages and replies.

### **To create an email signature:**

1. From the **Tools** menu in Eudora, select **Signatures**. A box will appear on the left.
2. **Right-click** in the box that appears on the left to bring up a menu and **click New** to compose a new signature.
3. In the Create a New Signature dialog box, **enter a name and click OK**.
4. In the large editing window that opens to the right, **type your signature text**. For example:

Jane Smith  
Harvard University  
617-123-4567

5. When your signature text is complete, **click the X** in the top right corner of the editing window and **click Yes to save** your signature.

### **To use an email signature:**

1. From the **Tools** menu, select **Options**.
2. **Click the Composing Mail icon**.

**Note:** If you have more than one signature, choose the appropriate one you want to use as your default signature from the Signature drop down box and **click OK**.

Now your personal signature will appear when composing email messages or sending replies to messages.