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A SIGNATURE TO YOUR EMAIL ACCOUNT – Last updated Feb 9/07

Within MailSite Express, the signature can be altered by using the following procedure:

1. Click on Options in the left-hand pane

A screenshot of the MailSite Express interface. On the left is a vertical menu with items: Address Book, Folders, Calendar, Task, Notes, Wireless, Options (circled in red), and Log Off. The main area shows settings for 'General', 'Compose', 'Calendar', 'Regional Settings', 'Personalities', and 'Spell Checker'. Each setting has a brief description.

2. Click on Personalities in the main window

A screenshot of the MailSite Express interface showing the 'Personalities' section. The left menu is the same as in the previous screenshot, but 'Options' is now a button. The 'Personalities' section in the main area is circled in red. It contains the text: 'Setup multiple "personalities" to use with your account.'

3. Click on Default and the signature box will appear.

A screenshot of the MailSite Express interface showing the 'Personalities' table. The left menu is the same. The main area shows the text: 'Use the Personalities section to manage your account personalities.' and a link 'Add New Personality'. Below is a table with two columns: 'Default' and 'Personality'. The 'Default' column has a radio button next to 'Default', which is circled in red. Below the table are two buttons: 'Delete Selected' and 'Back'.

Default	Personality
<input checked="" type="radio"/> Default	

The required text can then be entered in the box entitled, Signature. In addition to this, you are also given the option whether or not you wish to always include the signature. This can be enabled by ticking the box entitled, Always include signature.

Inbox
Compose
Address Book
Folders
Calendar
Task
Notes
Wireless
Options
Log Off

Options - Personalities

<iclark@3peaks.com>

Personality:
Default

Display Name:

Email Address:
iclark@3peaks.com

Reply-To:

Signature:

Always include signature.

Update Personality Cancel