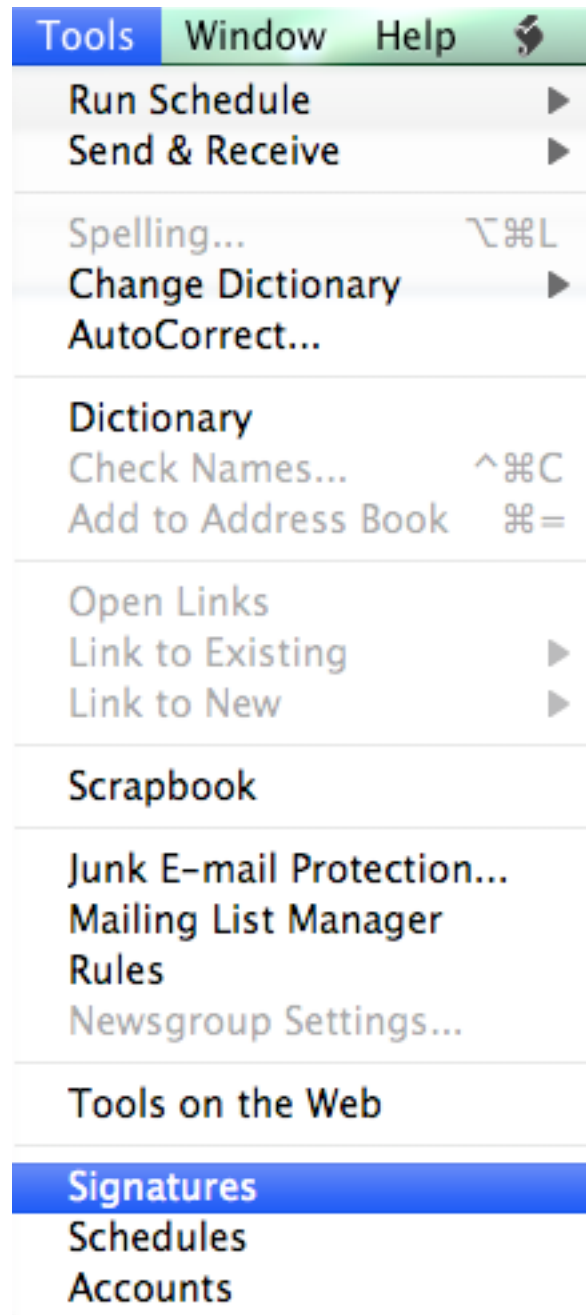


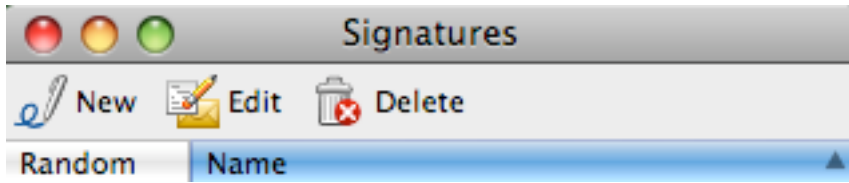
Microsoft® Entourage:mac 2004

Adding Signatures

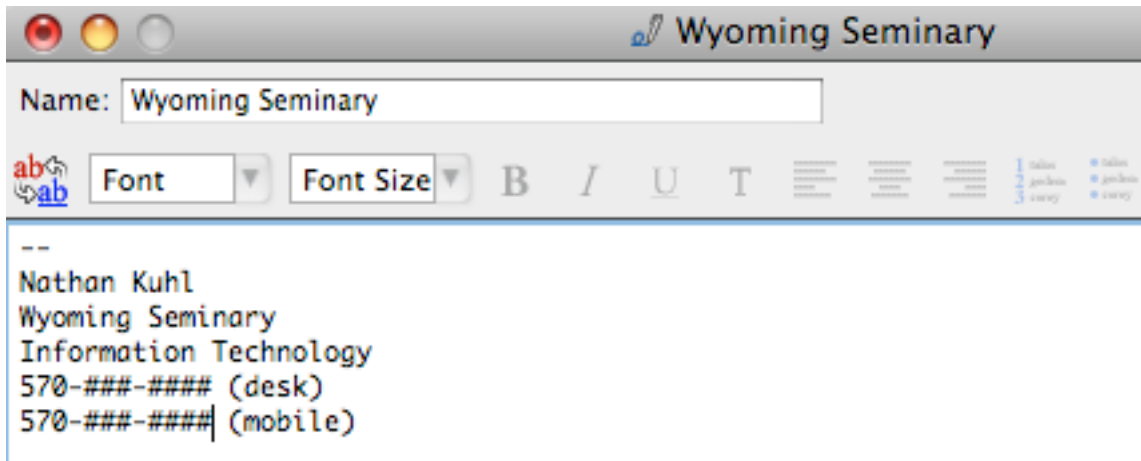
🍏 Choose **Tools** from the menu bar and then **Signatures** from the drop-down menu



- 🍏 Choose **New** from the pop-up window



- 🍏 Type in a description for the new signature and then fill in the body below with what you want to be displayed as the signature for each new e-mail.



- 🍏 Next, the Signatures option has to be turned on. On the Entourage menu bar, choose **Tools->Accounts**.
- 🍏 Choose the account that you wish to add the newly created signature to, and then choose **Edit**.
- 🍏 Under the second tab, **Options**, there is a **Default Signature** drop-down menu. Choose the newly created signature and then click OK.

