





How to Add a Signature to Your Outgoing E-mail Messages

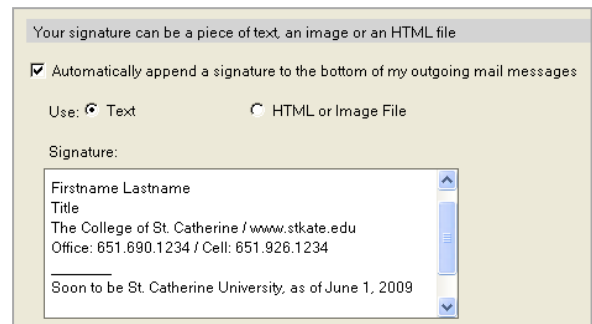
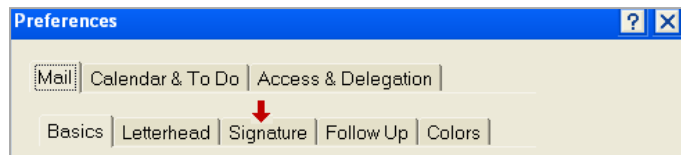
These instructions illustrate how to add a signature to your outgoing e-mail. Please make sure that the phrase “Soon to be St. Catherine University, as of June 2009” is added to your e-mail signature.

Use the first set of instructions if you are connected to the St. Kate’s network and using Lotus™ Notes™ client software. Use the second set of instructions if you are using Webmail through your Internet browser.

If you have questions, contact the Help Desk at 651.690.6402 or helpdesk@stkate.edu.

Instructions if you are connected to the St. Kate’s network

- Start your Notes software 
- Open **your inbox** 
- Click on **Actions > Tools > Preferences > Signature (tab)**
 - ⇒ Check **Automatically append a signature** ...
 - ⇒ Click Use: **Text**
 - ⇒ **Type in your signature as illustrated**, using your personal information.
- Click **OK**.



Instructions if you are using Webmail through your Internet browser

- Connect to the Internet and start your browser
- **Log on to your** webmail account
- Click **Preferences** at the top right of your window
- Check **Append a signature** ...
- **Type in your signature as illustrated**, using your personal information.
- Click on **Save & Close**.

