



## Netscape 7 eMail Signature File

(Allows name, title, address, phone, and other pertinent data to be included at the bottom of all eMails.)

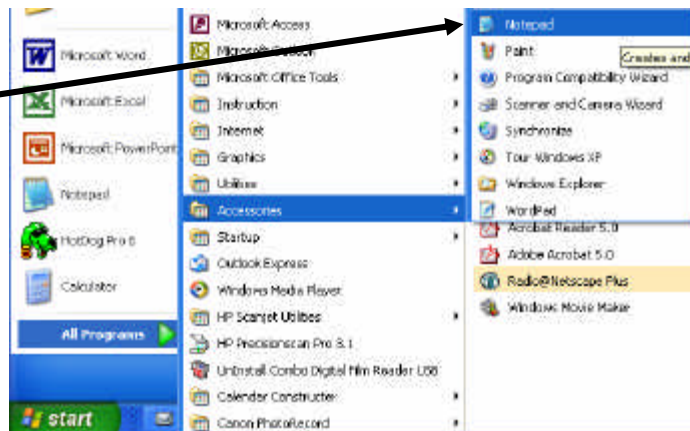
### STEP 1: CREATING THE SIGNATURE FILE

- Click on **START, ALL PROGRAMS, ACCESSORIES**, and then **NOTEPAD**.
- This will open a program that looks like Word Processing. Type in your information on this document.

#### SAMPLE:

*John Doe, Teacher  
All American High School  
123 Washington Square  
956-427-#### (phone)  
956-427-#### (fax)  
Anything else you want to say here  
(favorite quote, school motto, other)*

- Save your file by clicking on **FILE**, and then **SAVE**. Give the file a name that is short and simple like "signature". (Make sure you are saving in "My Documents".)
- Exit the program by clicking on **FILE**, and then **EXIT**.



### STEP 2: ATTACH THE FILE

- When in your Netscape mail inbox click on **EDIT**, and then **MAIL & NEWSGROUPS ACCOUNT SETTINGS**.
- Toward the bottom is a check-box that reads **ATTACH THIS SIGNATURE** followed by a blank space and a button that reads **CHOOSE**. Click **CHOOSE**.
- When the box opens make sure you are looking in **MY DOCUMENTS**, and then look for your **SIGNATURE** file. Click on the file, and then click on **OPEN**.
- Test the signature's format by sending yourself a message.
- Any changes that need to be made can be made by going back to **NOTEPAD** (step 1), opening the file, and making changes. There is no need to re-attach.

