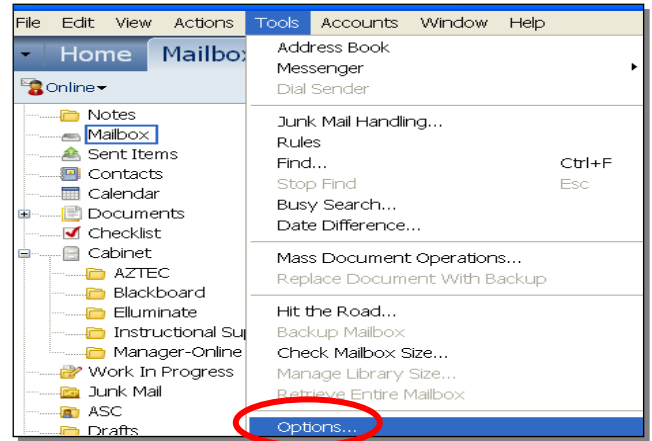
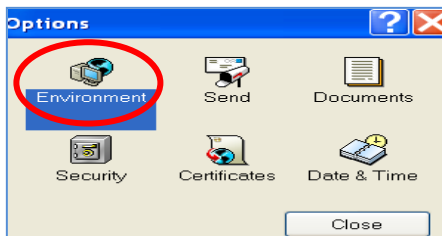




How to Create an Email Signature?

To create an **Email Signature** follow these instructions.

1. In GroupWise, click **Tools/Options** on the Menu bar.
2. Double-click on **Environment**.



3. Select the **Signature Tab**. Type the information you want displayed in the box.
4. Make sure the **Automatically Add** is selected.
5. Click **OK**.

