**Quick Tips**

for **Creating an Electronic Signature in GroupWise**

**Getting Started**
This Quick Tip will explain how to add an electronic signature to the end of your e-mails. This means that instead of having to type your name and/or contact information every time you send e-mail, one can automatically be inserted. Follow the following steps to add an electronic signature to the e-mails you send!

**Setting the Signature**
Now that you have opened GroupWise, do the following to add a signature to your e-mails:

- First, you will want to open GroupWise from on campus.
- From the menu bar, click on **Tools** and select **Options**.
- Double click on the icon labeled **Environment**.
- Select the tab labeled **Signature**.

![Signature Settings](image)

- In the text box displayed, type in your signature.
- If you want the signature to be added to all of your e-mails, select **Automatically add**.
- If you want to be prompted before adding the signature, select **Prompt before adding**.
- Click **OK**.

**Editing the Signature**
To edit the signature follow the same steps above.

**Conclusion**
You have created an electronic signature. If you chose the option to **automatically add** the signature, all your e-mails will have your electronic signature. If you chose the option to **prompt before adding**, a dialogue box will appear each time you send an e-mail asking you if you would like to include the signature.