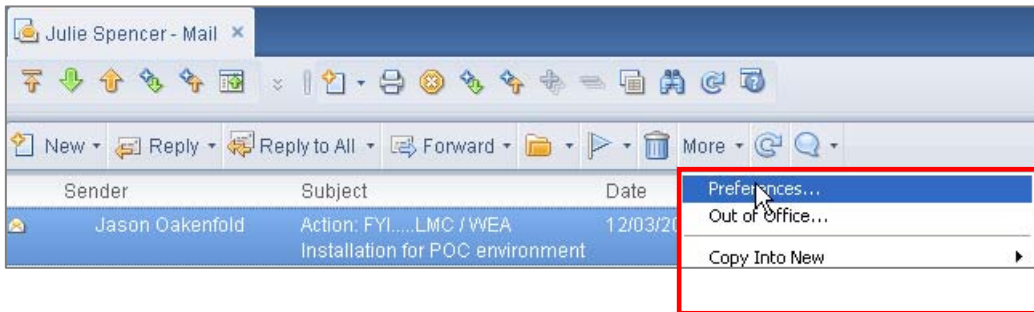


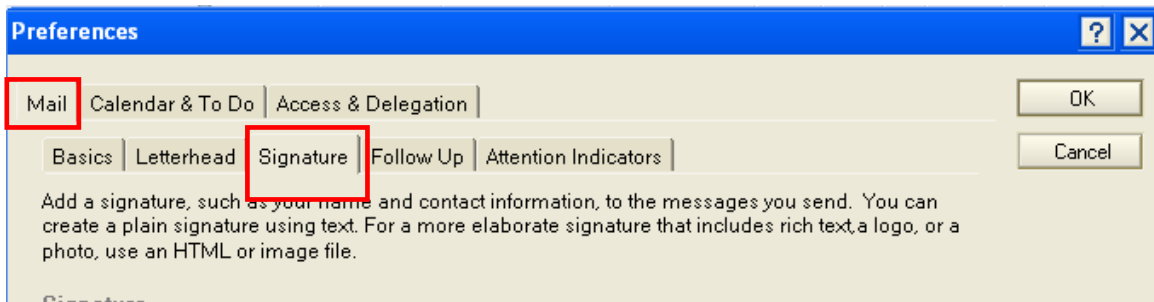
A mail signature allows you to automatically append information to the bottom of each message that you send. With Notes you can create a signature either as text, html or as an image.

### Prepare a signature for all messages

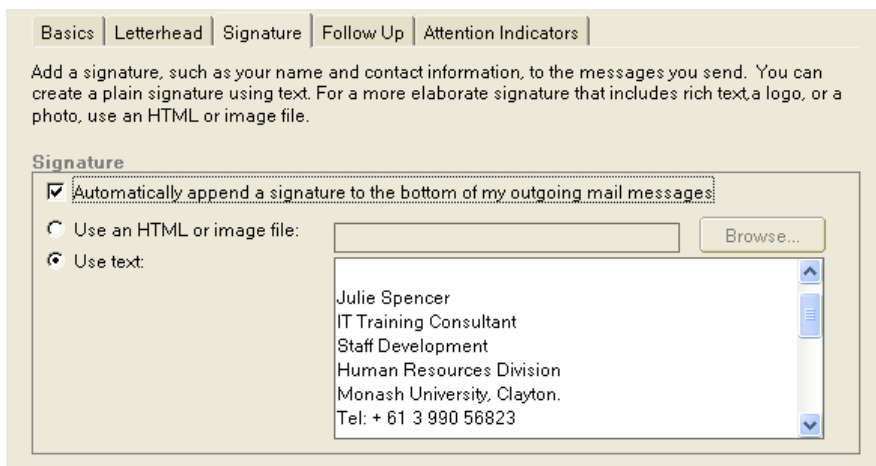
1. Open Notes and click on the **Mail** icon to open your mail.
2. Click on the **More** button in the **Actions Bar** and select **Preferences**.



3. The Preferences window will display. From the **Mail** tab click on **Signature**.



4. To ensure a signature is automatically appended to each mail message, check the box **Automatically append a signature to the bottom of my outgoing mail message**.



**Tip:** A text mail signature created in the Notes workstation client is also available for use in the Notes web client and vice-versa.

## Appending a signature

### Text signature setup

1. Check **Use Text**. Enter the text for the signature in the text box.
2. Click **OK**.

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**Tip:** To provide space between the body text of the mail message and the signature text insert two blank lines before the signature text when creating it.

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**Tip:** To confirm your signature text displays correctly, test your signature by composing a new message and sending it to yourself.

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### **Suggested example of a signature text**

[Your Name]  
[your position title],[your department/school]  
[your faculty/division], Monash University, [your campus]  
Tel: + xx x xxx xxxxx  
Fax: + xx x xxx xxxxx [optional]  
Mob: + xx xxx xxx xxx [optional]

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**Tip:** Text signatures are more commonly read and accepted by mail applications, and some formats like HTML cannot be read.

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### HTML or image signature

1. Check the box **Use an HTML or image file**. Click on **Browse** and select the appropriate file.



If you are using an image, check its size as it will add to the size of the mail message and therefore the recipient's quota.

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**Tip:** The Monash Vcard is not available for use in Notes.

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