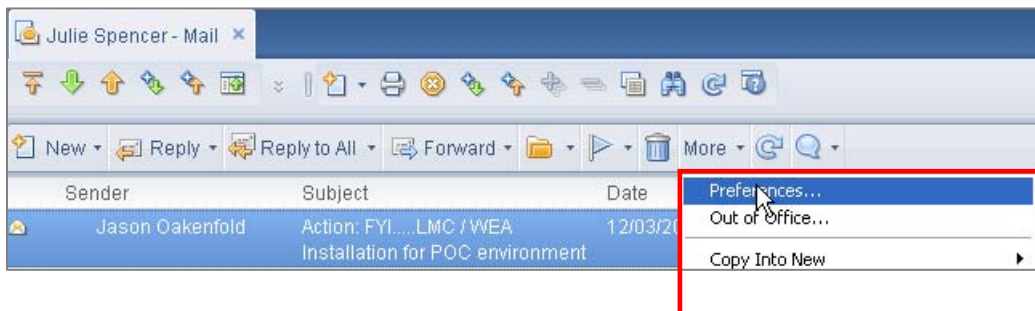


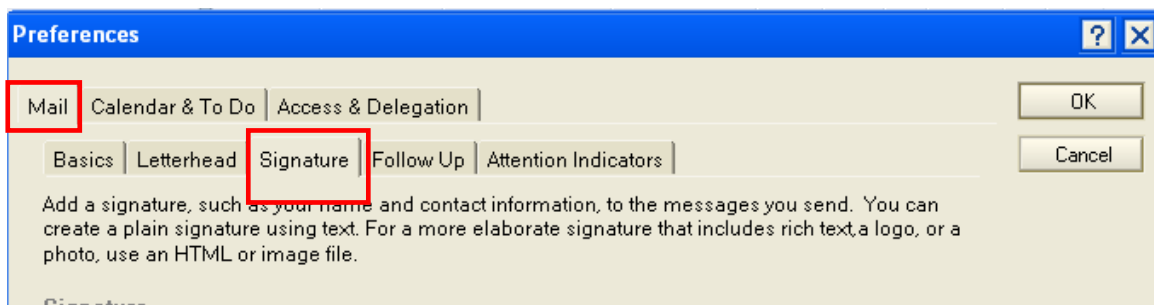
A mail signature allows you to automatically append information to the bottom of each message that you send. With Notes you can create a signature either as text, html or as an image.

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**.

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.

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

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]

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

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.

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