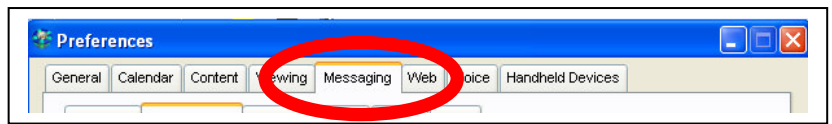


# Automatically Adding Text to Every Email You Send

1. Log onto your email account as usual.
2. Open the **Preferences** dialog.
  - a. For Windows, click on the **Edit** menu and then click on **Preferences**.
  - b. For Mac OS-X, click on the **First Class** menu at the top of the screen and then click on **Preferences**.

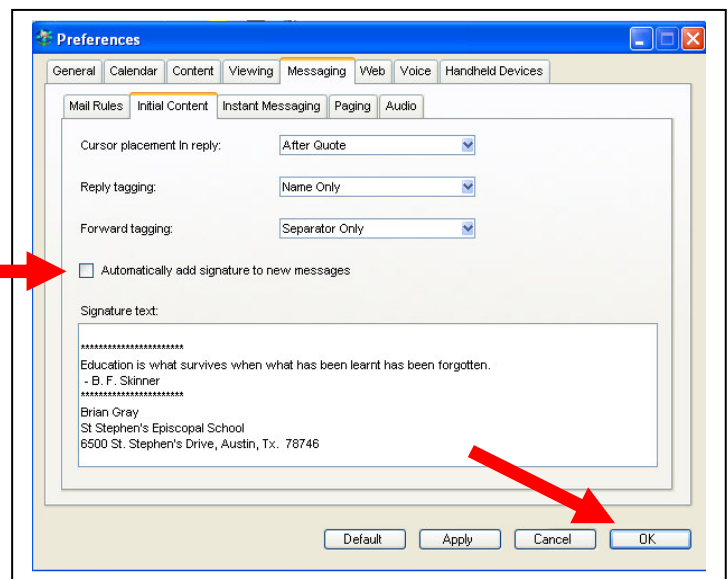


3. In the Preferences dialog, click on the **Messaging** tab.



4. Click on the **Initial Content** tab.

5. In the **Signature text** field, type the text as you want it to appear in your messages. Include a blank line at the top of the signature block so that there will be space between the last line of your message and the signature.
6. Check the box to **Automatically add signature to new messages**
7. Click OK to close the Preferences dialog.



8. The signature block will be added to every message sent.
9. If you prefer that the signature text is not added automatically to every message, leave the **Automatically add signature to new messages** box unchecked. You can then add the text to the messages in which you want it to appear by clicking the **Add Signature** button.

