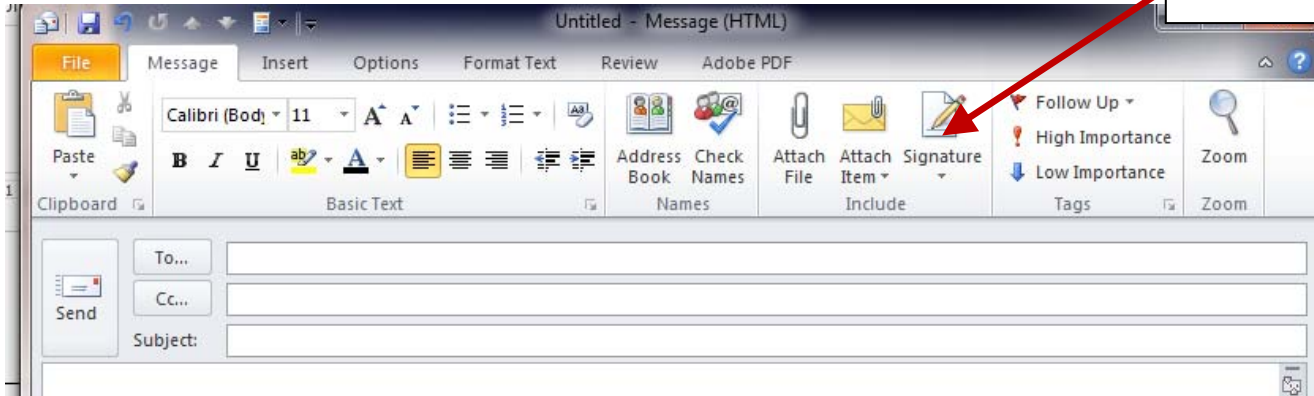


1. Start a new mail message.
2. In the Message tool bar at the top, click on signature. (It looks like the piece of paper with a pencil over it).

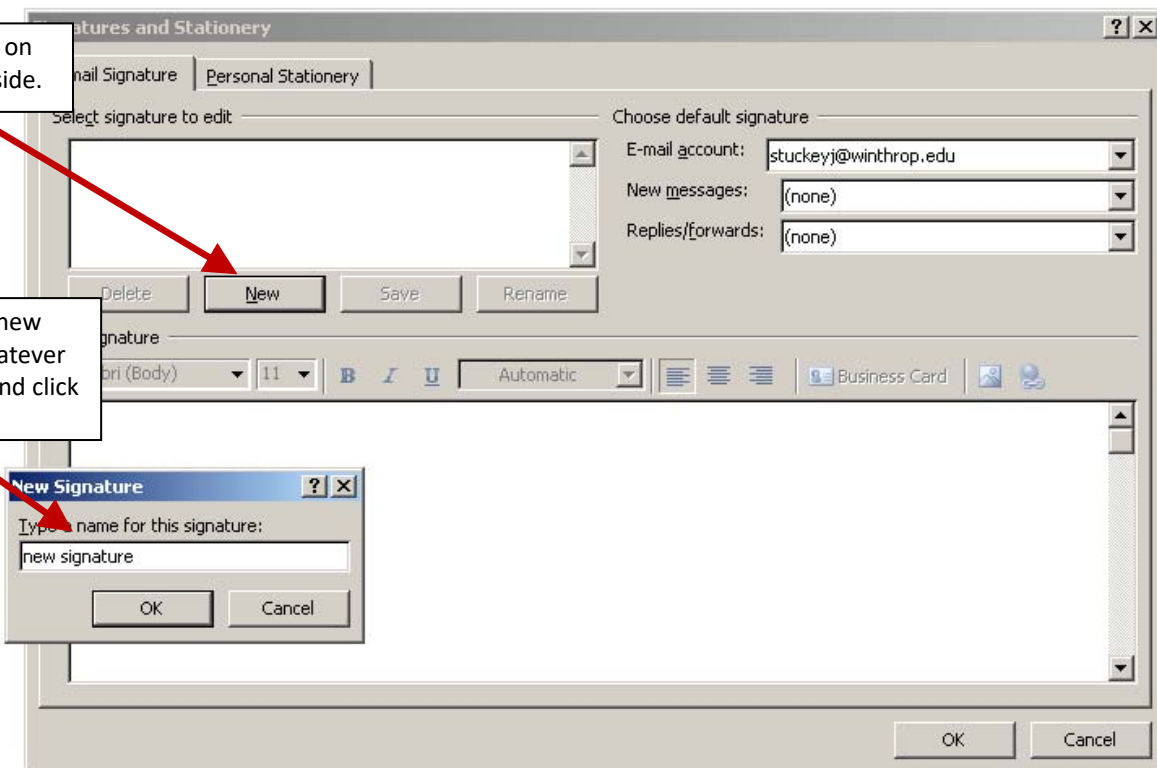
2. Click on the signature icon.



3. Choose Signatures
4. Click on New on the left-hand side.
5. Name the new signature whatever you choose and click "OK."

4. Click "New" on the left-hand side.

5. Name the new signature whatever you choose and click OK.



6. Copy the text below. First, highlight all text. Then right click and choose "Copy."

First Name Last Name

Title

Winthrop University

Department name

Department physical address

Rock Hill, SC 29733

Phone Number

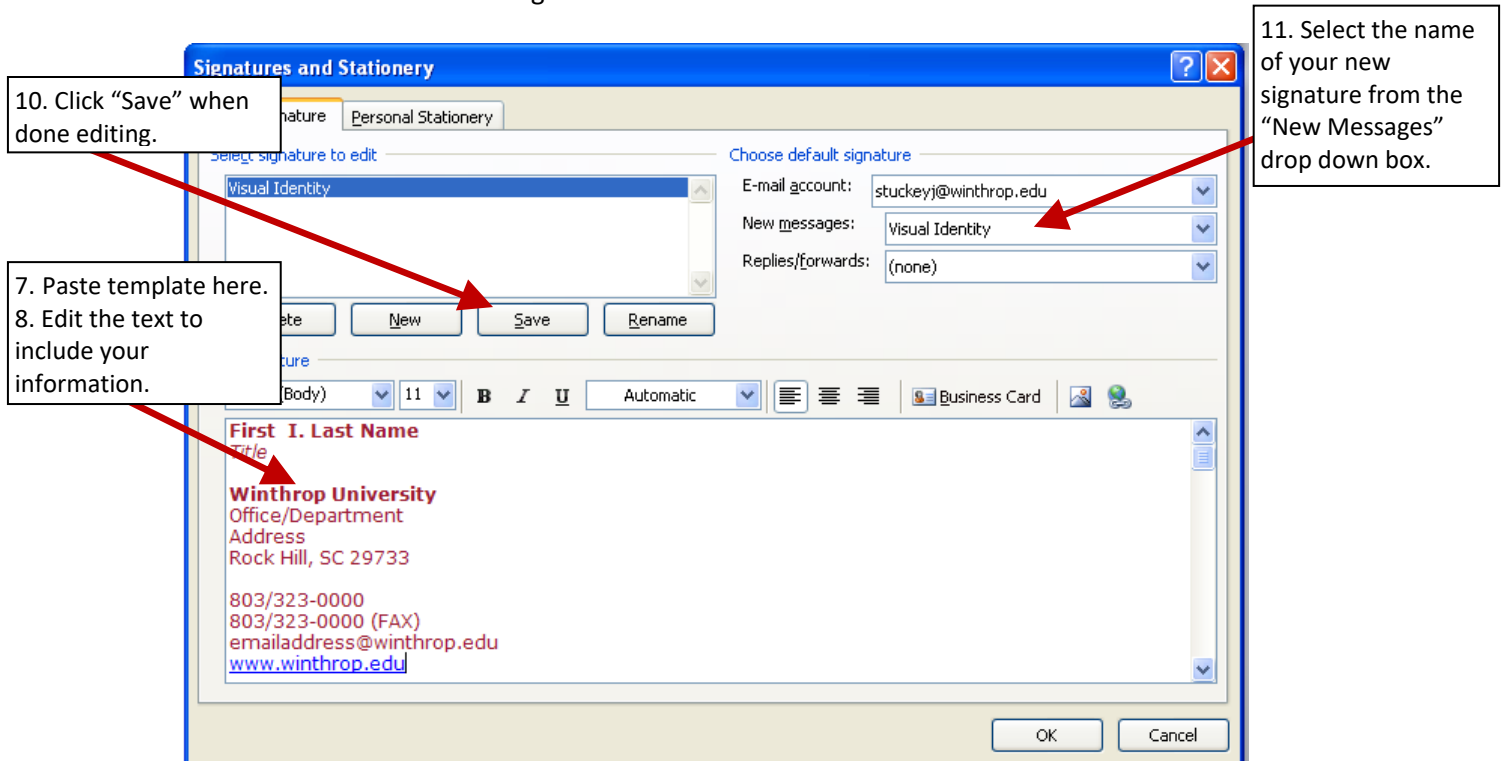
Fax number

Address

www.winthrop.edu

Specified font should be Arial, 9 pt. Your name and Winthrop University should be in bold. Title should be in italics. Color should be RGB: R=102, G=0, B=0

7. Right click in the large white box underneath "Edit Signature" and choose "Paste."
8. Change the text of what you've pasted to include your information: First name, last name, title, office or department, address, phone number, fax number and email address.
9. Review your signature for accuracy.
10. Click "Save" when done editing.



11. In the upper right corner of the dialog box, select the name of your new signature from the drop down box labeled "New Messages." You may also select your new signature in the drop down box labeled "Replies/Forwards."
12. Click "OK."