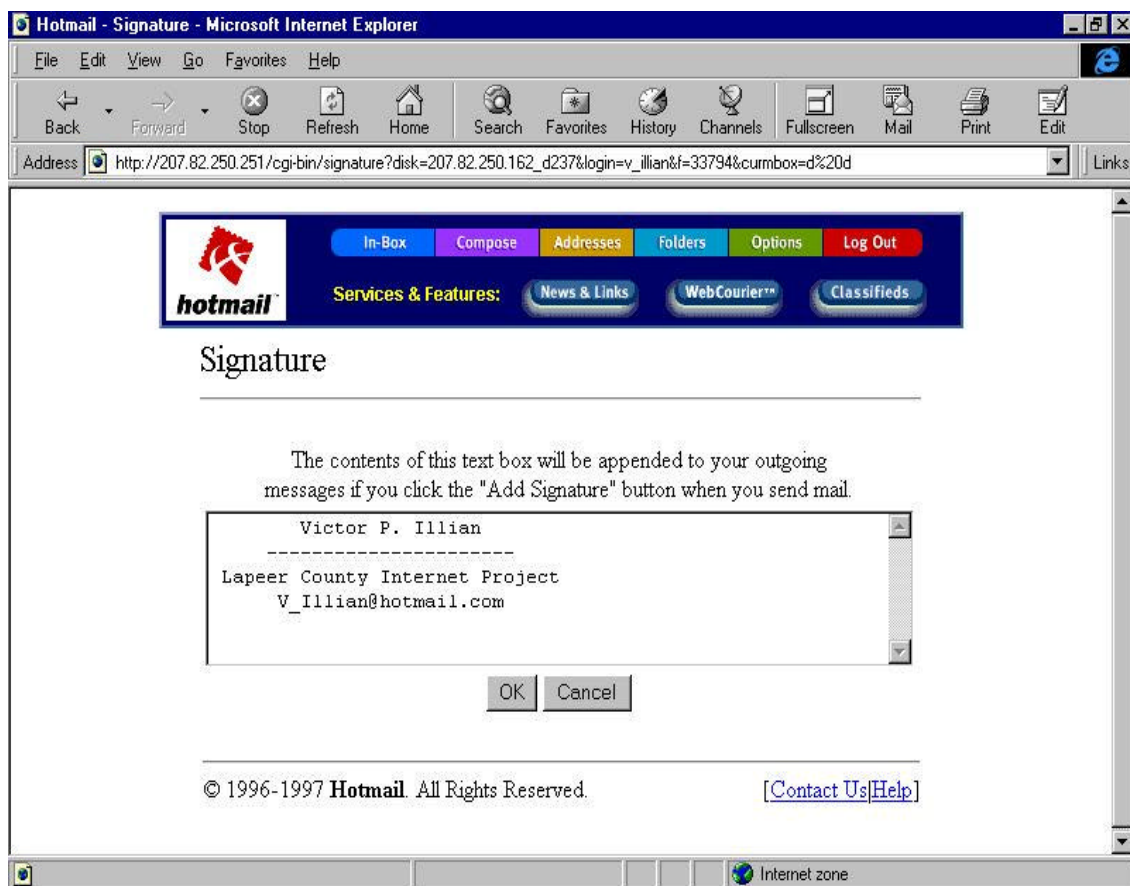


## Creating a Signature to Attach to the End of Your Email Messages

- A Signature in an email message is the same thing as the signature you put on a written letter.
- The Signature usually contains information like: your name, your company, your email address, or whatever you want the people receiving your email to know about the person that sent it.
- Every time you create a message the signature is left off unless you press the *Add Signature* button.
- To create a signature click on *Options* in the navigation bar. (where the *Inbox* button is)
- Then click on *Signature*.



- Now just enter the text you want and click *OK*.
- To use your signature, remember to click the *Add Signature* button before you send your email message.

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