

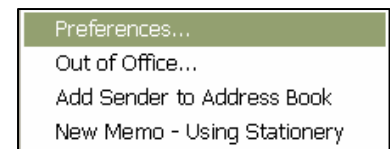


Attaching a Signature in Lotus Notes – Quick Steps

1. Click Tools



2. Choose Preferences from the dropdown menu



3. Click Signature

4. Check "Automatically append a signature"

5. Click the radio button for "Text"

6. After filling in all of your contact information, click OK

