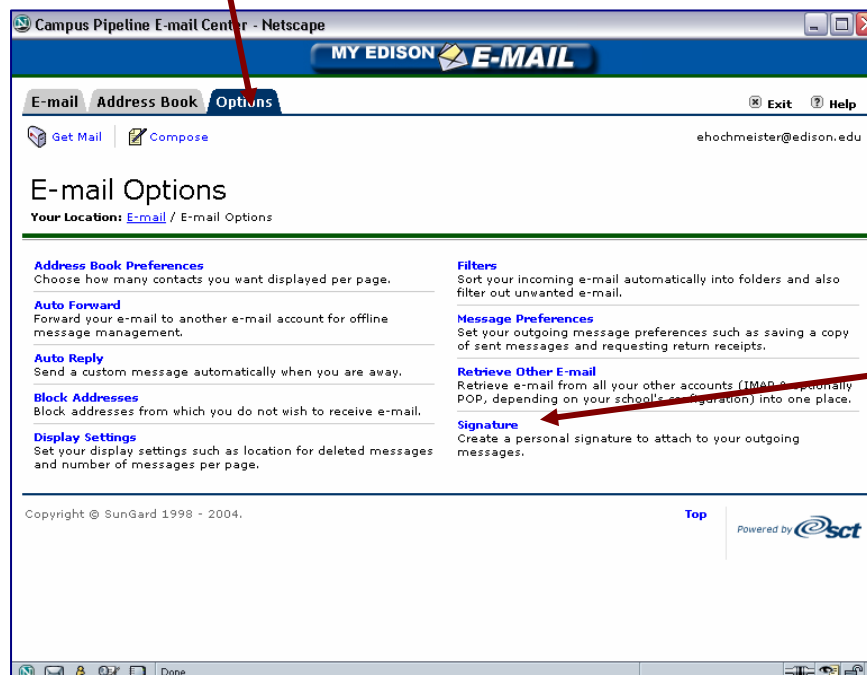




E-mail Signature

1. Click on the E-mail tool
2. Click on the "Options" tab



4. Select the hyperlink for "Signature" from the listing below

On the next screen:

Use the breadcrumbs under "Your Location:" to go back to options (or any previous view), not the back button on your browser

5. Place the signature in the textbox (you might want to do this with a program outside the Portal, then copy and paste it into the textbox here)

MY EDISON E-MAIL

E-mail Address Book Options

Get Mail Compose

ehochmeister@edison.edu

Signature

Your Location: [E-mail](#) / [Options](#) / [Signature](#)

This feature allows you to create a personal information file that can be added to any message that you send. Only 7 lines of text will be saved as the Signature.

Add Signature to all messages by default

OK Cancel

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6. If you wish to add the signature to all messages you send, click the checkbox

7. Click the "OK" button to save your signature and return to "options"