

Creating a Personalized Email Signature

We've all seen them, those cute little bits of text at the bottom of someone's email that provides, (among other things), the sender's Name, Business, Phone Number, and Email Address. This is called an "email signature". It's like signing a handwritten letter. Thunderbird can be configured to automatically place your very own personal email signature at the bottom of every email you type. Here's how...

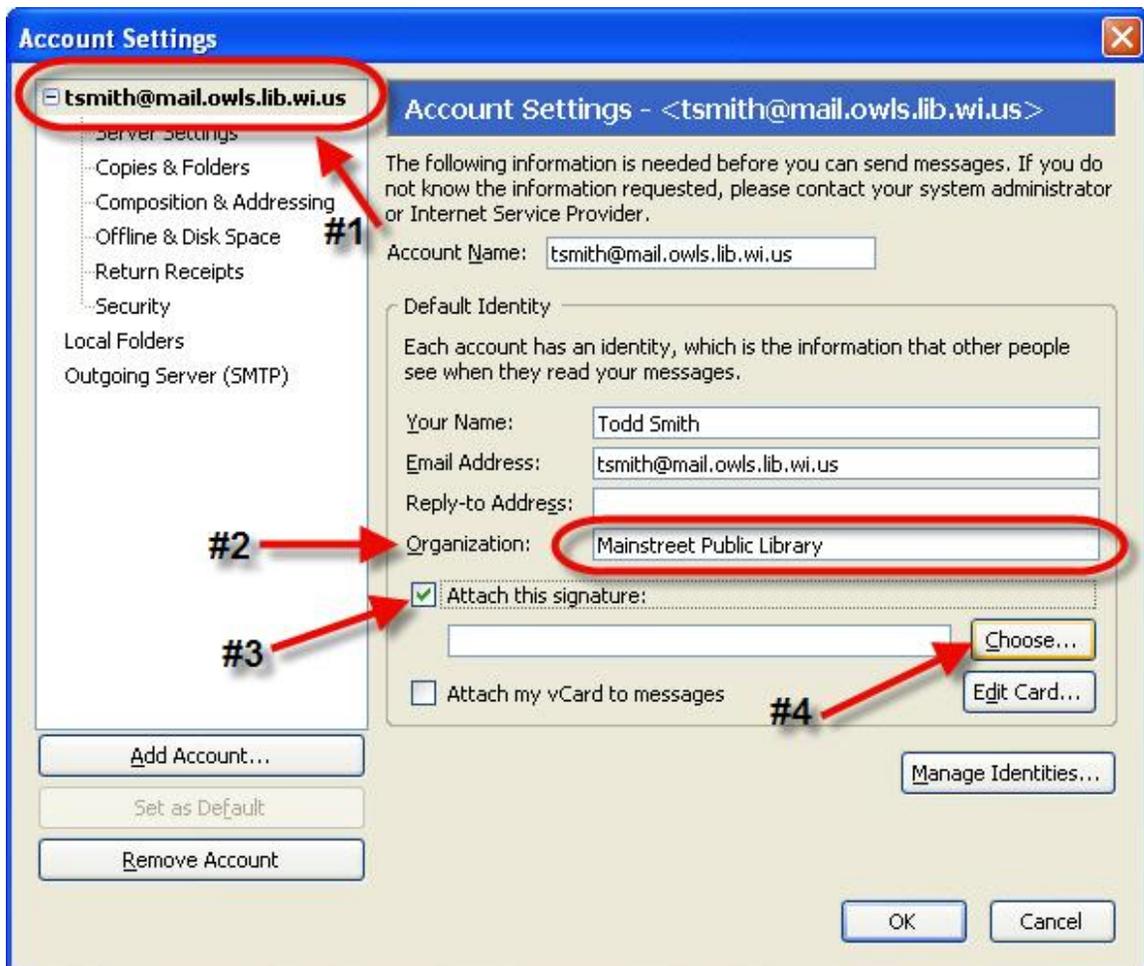
1. Click on the "Tools" drop down menu.
2. Then click on "Account Settings..."



Creating a Personalized Email Signature - Continued

In the “Account Settings” window:

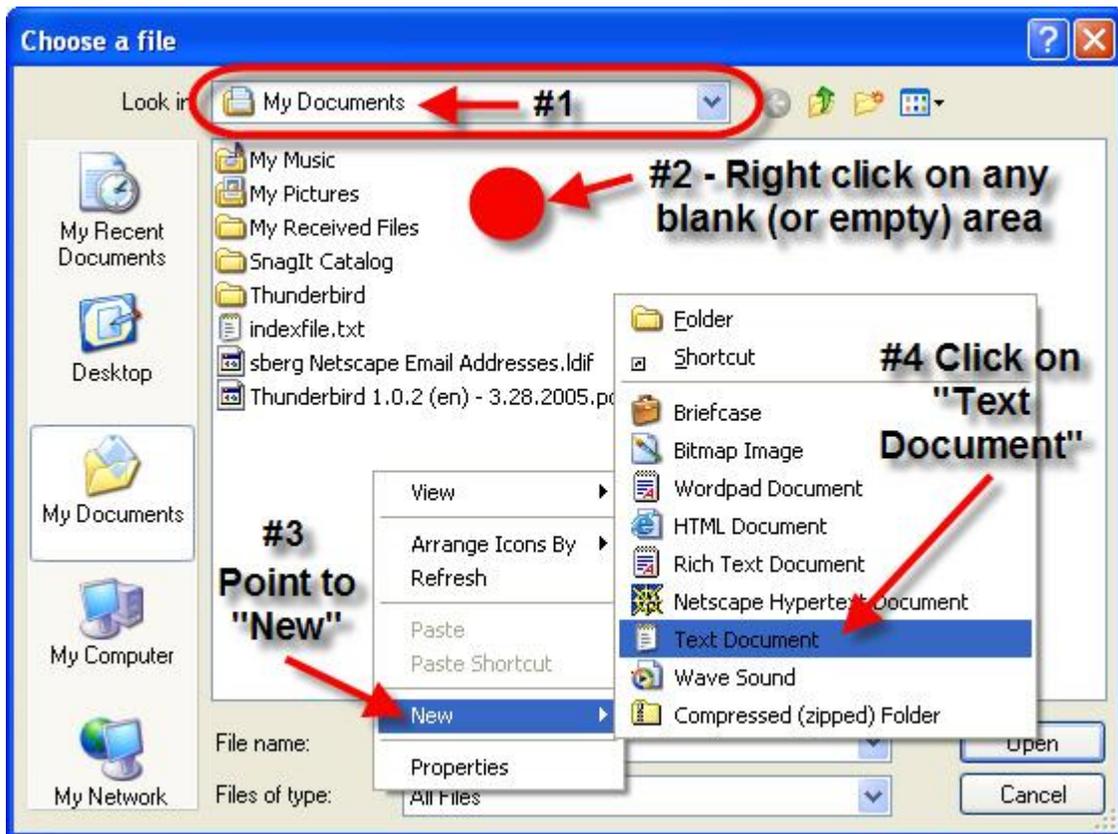
- #1 Select the user account in which to modify the settings on.
- #2 Click in the “Organization:” field and type the name of your Library. (this is optional)
- #3 Place a checkmark (click) in the “Attach this signature:” checkmark box
- #4 Click on the “Choose” button where we will create and then select a new signature text file.



Creating a Personalized Email Signature - Continued

In the “Choose a File” Window that appears:

- #1 Set the “Look in” field to “My Documents”
- #2 Right click on any blank (or empty) area.
- #3 Point to “New” in the popup menu.
- #4 Then click on “Text Document” in the next popup menu.

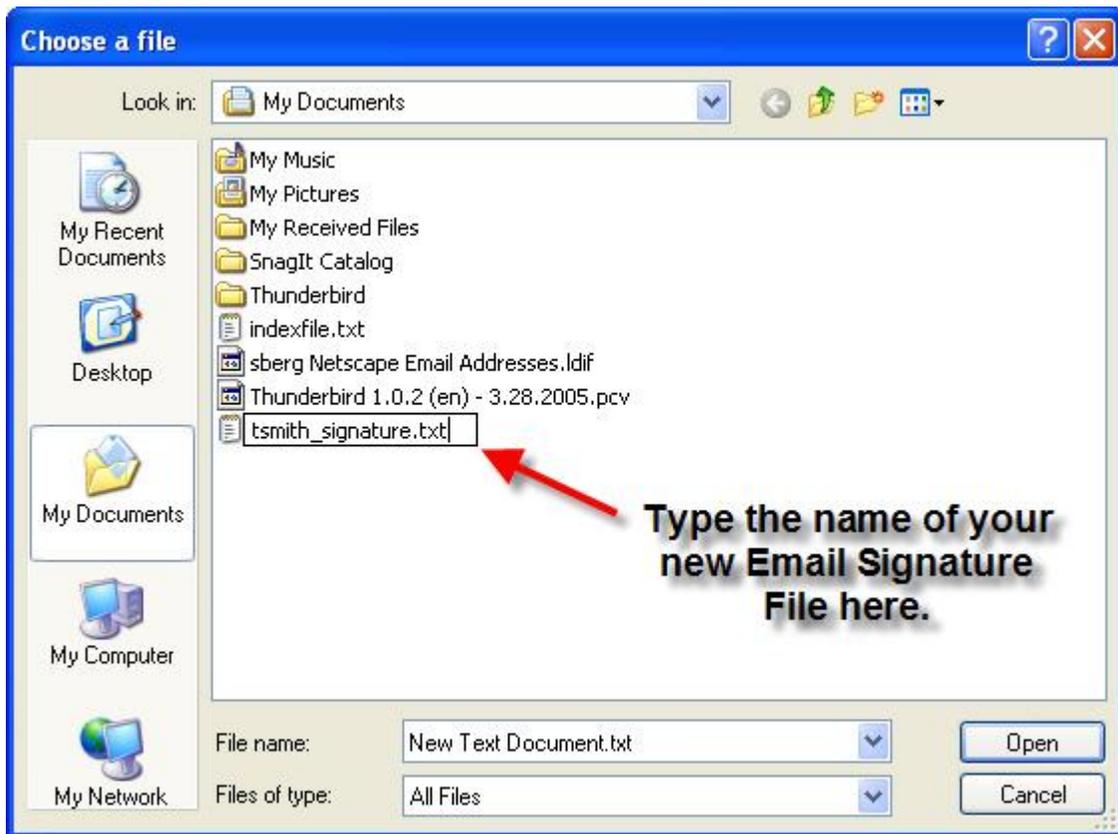


Creating a Personalized Email Signature - Continued

Type a name for your new text file in the filename box as seen in the following screen shot.

- It's a good idea to personalize the name of your new Signature File so others know whose file it is. Also, be sure to end the file name with a **“.txt”** (don't forget the dot). See the example below.

Important - Press “Enter” on your keyboard to complete the file naming procedure.



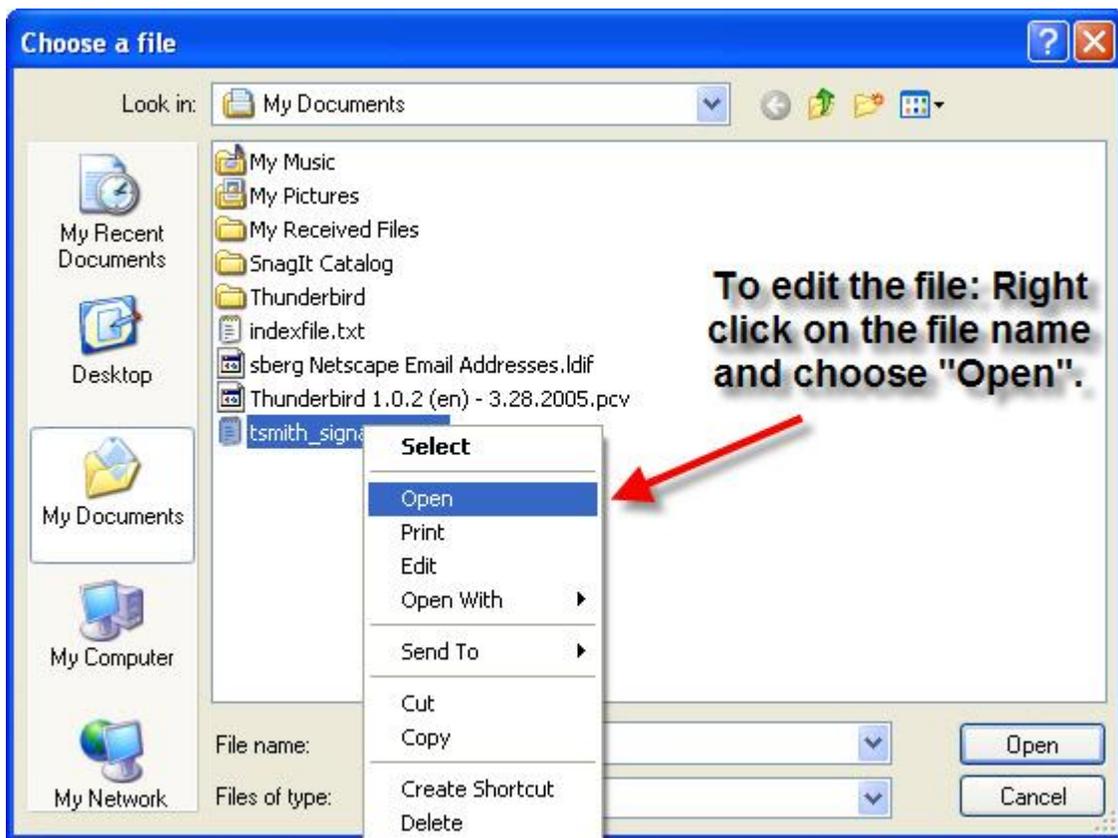
Here's a tip: If you make a mistake, or would like to change the name of your new file, simply **Right** click on the new file name and choose “Rename” from the popup menu. You can then edit the file name and press “Enter” to save the changes when it's how you want it.

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Next,

1. **Right** click on your new file name.
2. Then **Left** click on “Open” within the popup menu.

Please note that on some versions of Windows you may also see an “Edit” choice. Either will work for the purposes of opening the text-based signature file for editing in Notepad.

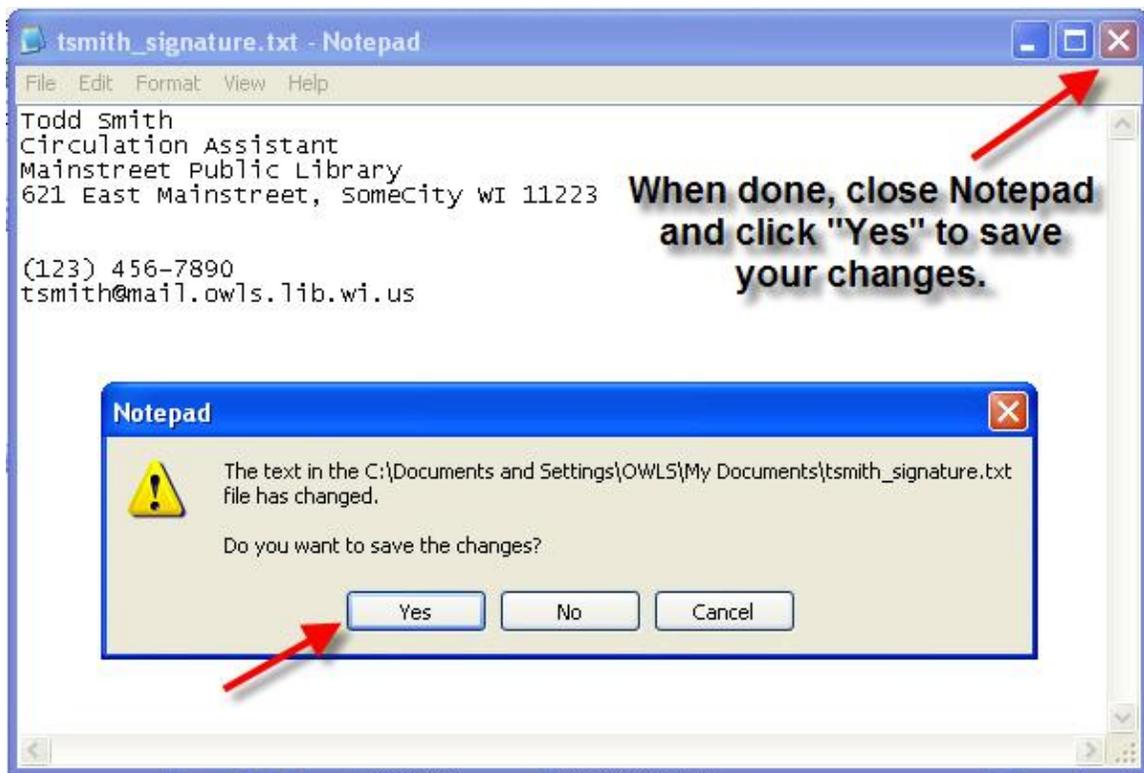


Creating a Personalized Email Signature - Continued

A Notepad editor will now appear. Type the information you would like to see in your Signature File which may include: your name, your library's contact information (name, address, and phone number), and your email address. It's usually best to keep it as simple as possible.

A Tip: It may be best to use spaces rather than tabs to separate text on a single line. Tabs may cause the length of your Signature lines to vary when viewed in an email message.

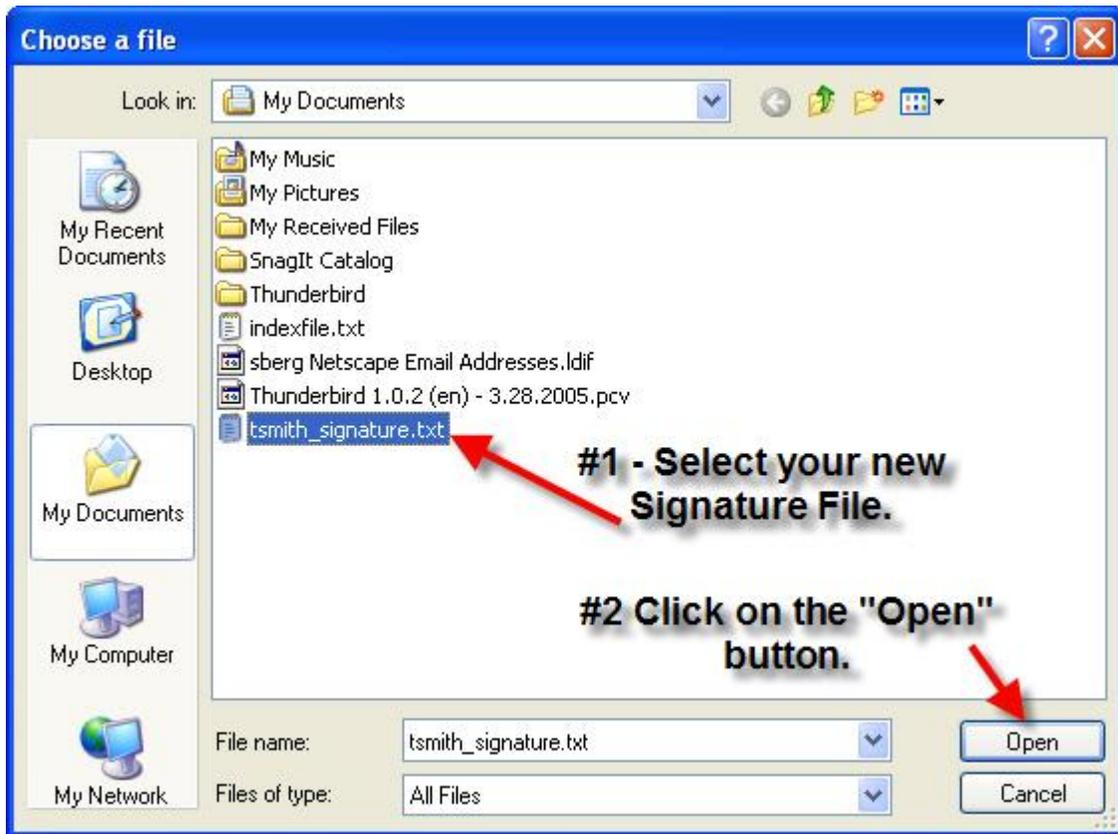
When the content of your signature file is how you want it, close Notepad and click "Yes" to save your changes.



Creating a Personalized Email Signature - Continued

After closing Notepad, you should once again see the window which shows the files in your My Documents folder.

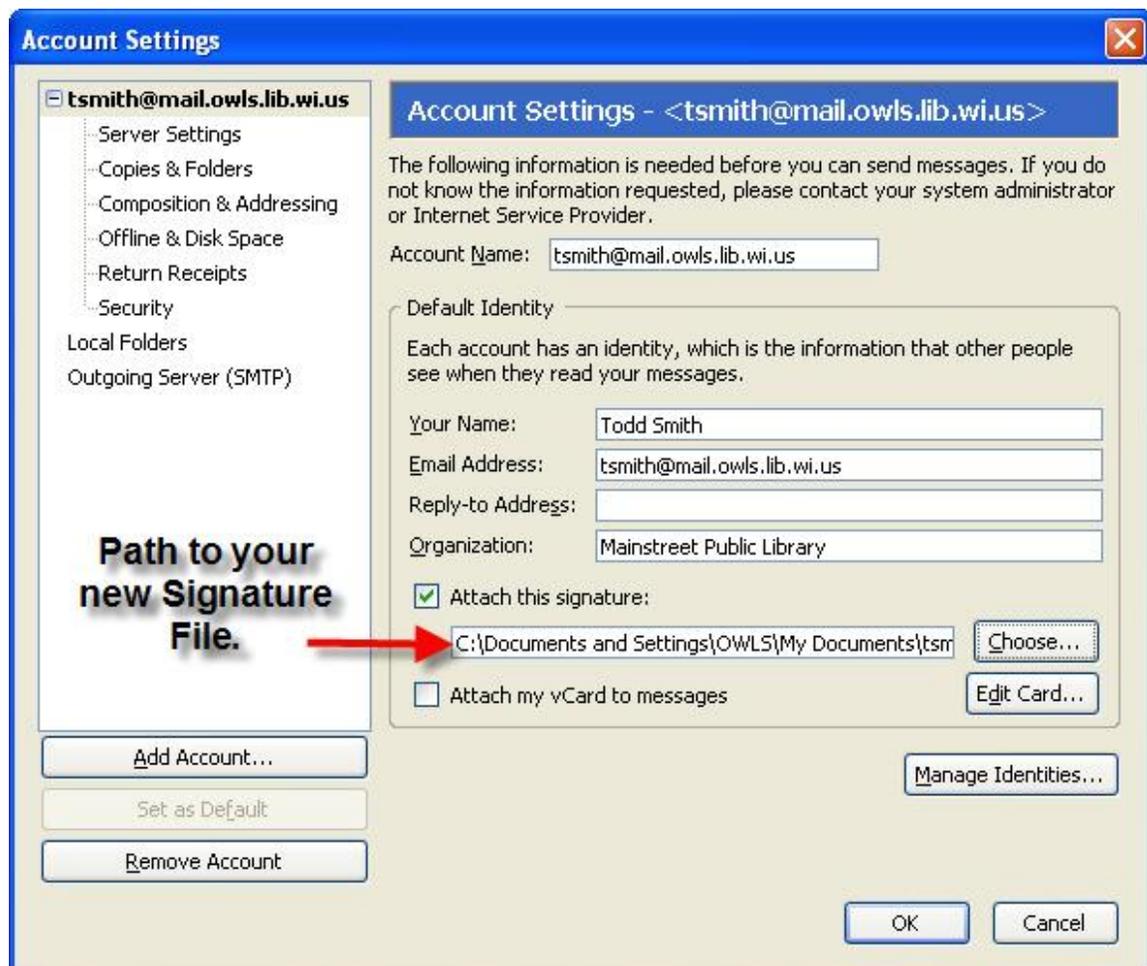
- #1 If your new Signature File is not highlighted, (or selected), single left click to select the file as seen below.
- #2 Then left click on the "Open" button.



Creating a Personalized Email Signature - Continued

You should once again see the Mozilla Thunderbird Account Settings window as seen below. The Signature File field should now be filled in with the path to your newly created Signature File.

Click the “OK” button to complete the process.



All of that hard work should come with some reward shouldn't it? I think so. So here it is...

Open a new email compose window (click on the “Write” button) and you should see your new email signature attached to the bottom of your message. As a test, go ahead and send an email to yourself to see how great all your hard work looks. Great Job!