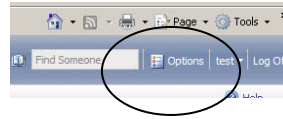


## Options

The Options menu will allow you to make several changes to how the program functions. Click on the *Options* button on the top right of the screen.



## Adding an E-mail Signature

1. After clicking on the Options button, click on *Messaging* in the left column.

2. In the text box, type in your e-mail signature.

3. Click on the check box if you want to “automatically include my signature on outgoing messages”.

4. Click *Save*.