

GROUPWISE 7.0

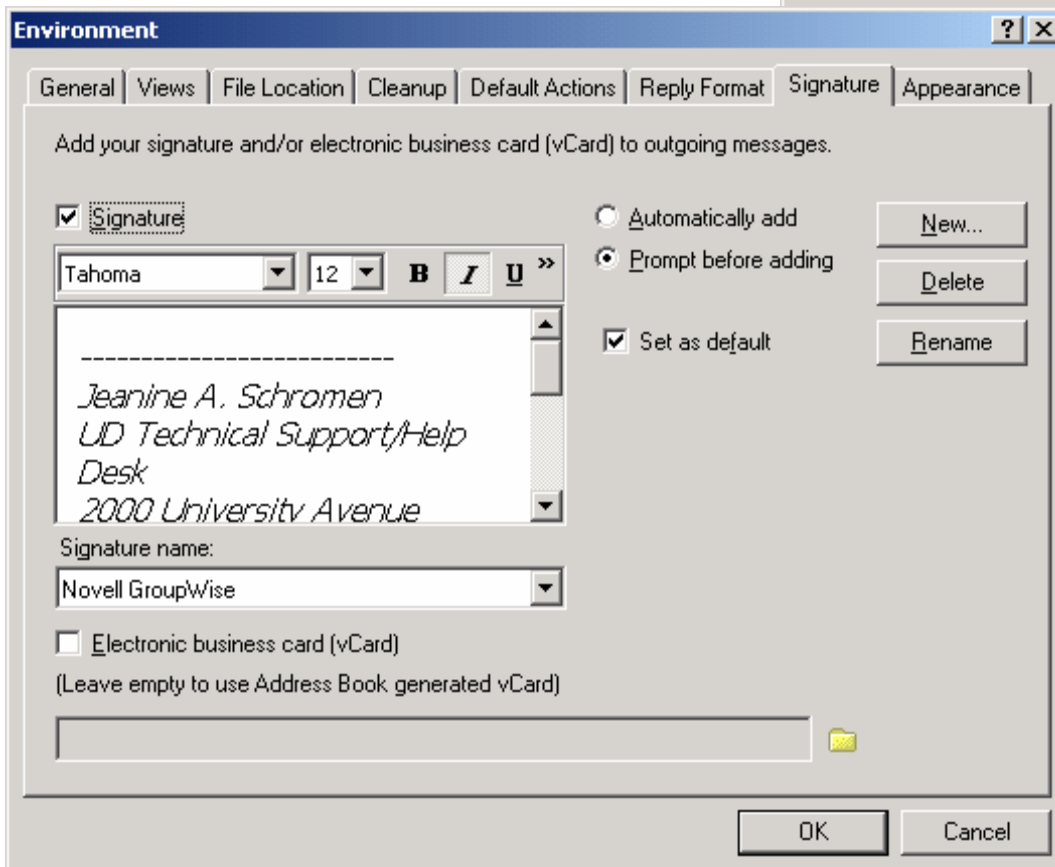
HOW CAN I CREATE A SIGNATURE IN GROUPWISE?

While in GroupWise:

Go to **Tools > Options**, double-click **Environment**.
Click on the **Signature** tab.

Check the **Signature** box and the **Prompt before adding** box.

Type in your signature the way you want it to appear at the bottom of each email.



AND/OR

You can check the “Electronic Business Card (vCard) and test it out.

Click **OK**.

Click **Close**.