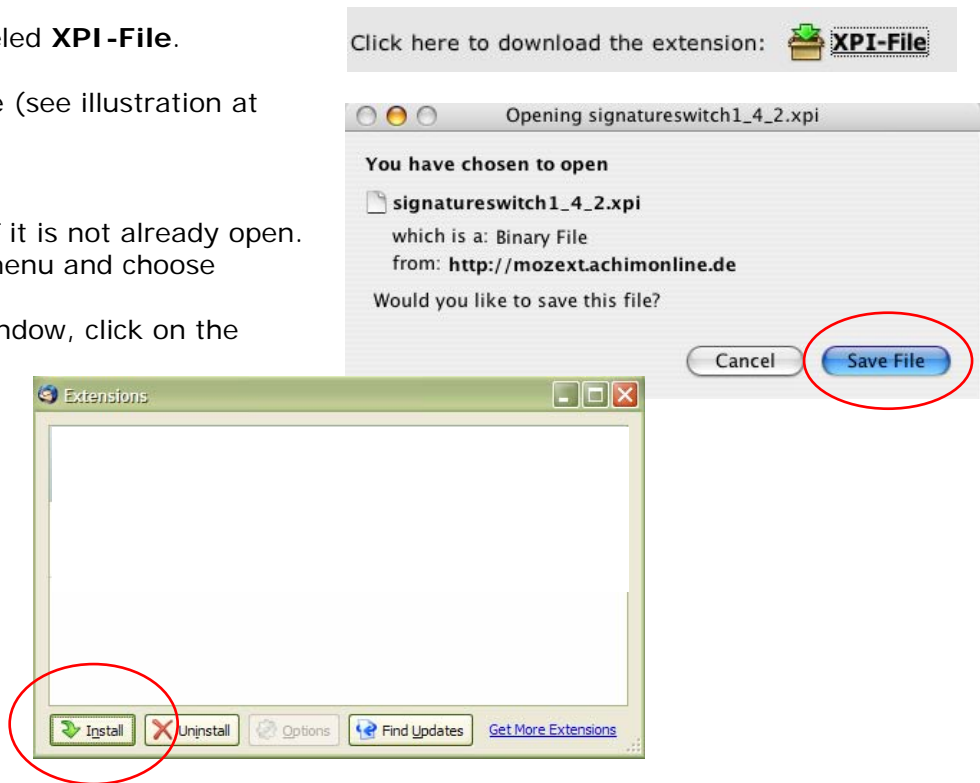


# Using Multiple Signatures in Thunderbird Macintosh

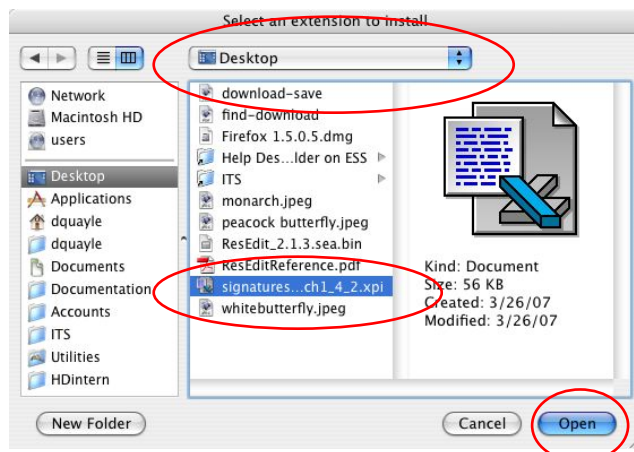
This document will guide you through the process of downloading, installing and configuring an add-in program that allows Mozilla Thunderbird to switch between one or more signature files.

## Download *Signature Switch*

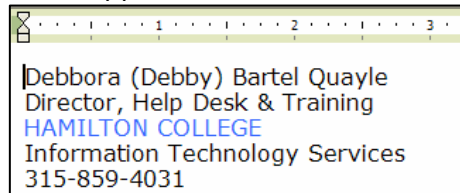
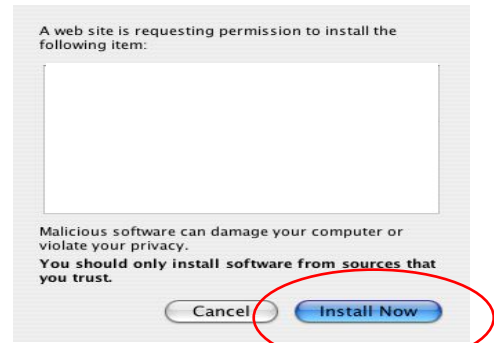
1. Open your Internet browser program (Internet Explorer or Firefox) and enter the following address [http://mozext.achimonline.de/signatureswitch\\_download.php](http://mozext.achimonline.de/signatureswitch_download.php) (or click on the link at left).
2. Click on the link labeled **XPI-File**.
3. Click to **Save** the file (see illustration at right)
4. Open Thunderbird, if it is not already open. Click on the **Tools** menu and choose **Extensions**.
5. In the Extensions window, click on the **Install** button.



6. Navigate to the file you saved. It is called **Signature\_Switch1\_4\_2.xpi**. In most cases, the file is probably on your Desktop (see illustration below). Click on the file name and then click on **Open**. If you have difficulty finding the file, please contact the ITS Help Desk (859-4181) or try using the Find File (or Spotlight) program built-in to your operating system.



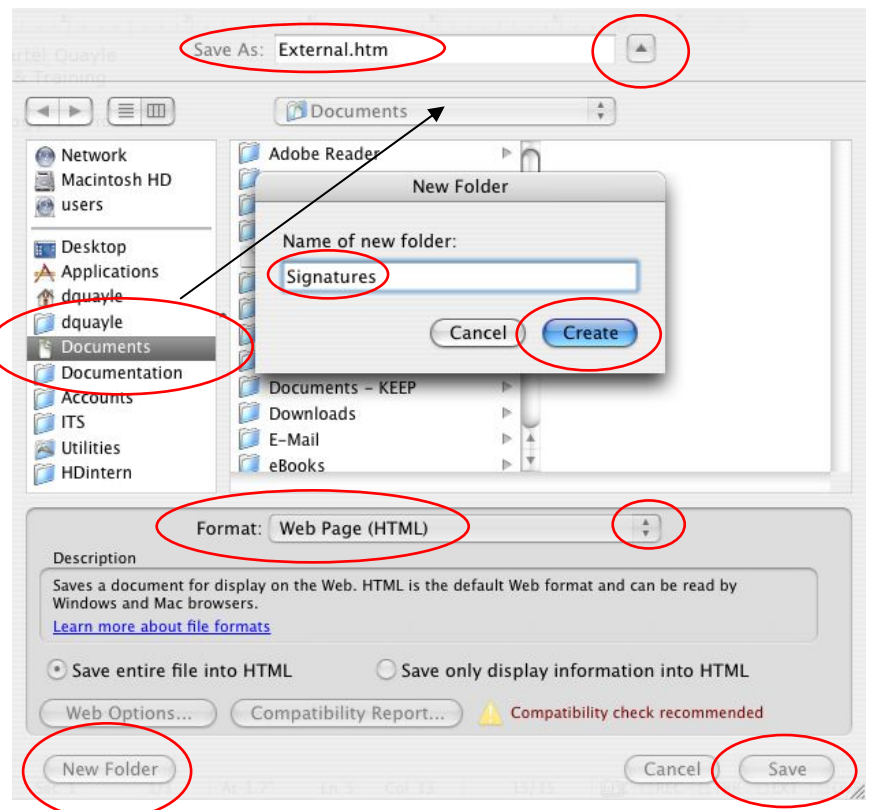
7. In the window that opens, click on **Install Now** (shown at right).
8. Close the **Extensions** window. Close and re-launch Thunderbird to fully install the extension.
9. Open **Microsoft Word**.
10. In Word, open a new document and compose your signature the way you want it to appear (see example at right).



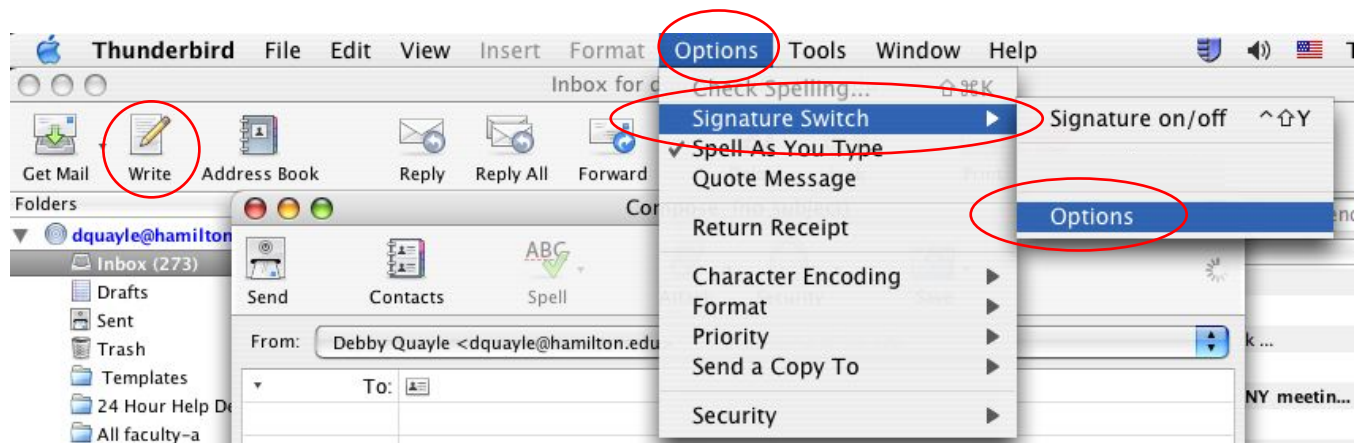
11. Click on the **File** menu in Word and choose **Save As...**
12. Saving your signature (see illustration below)
 

**NOTE:** If your screen does not look like the one below, click on the down arrow to the far right of the *Save As:* box. It will expand the screen.

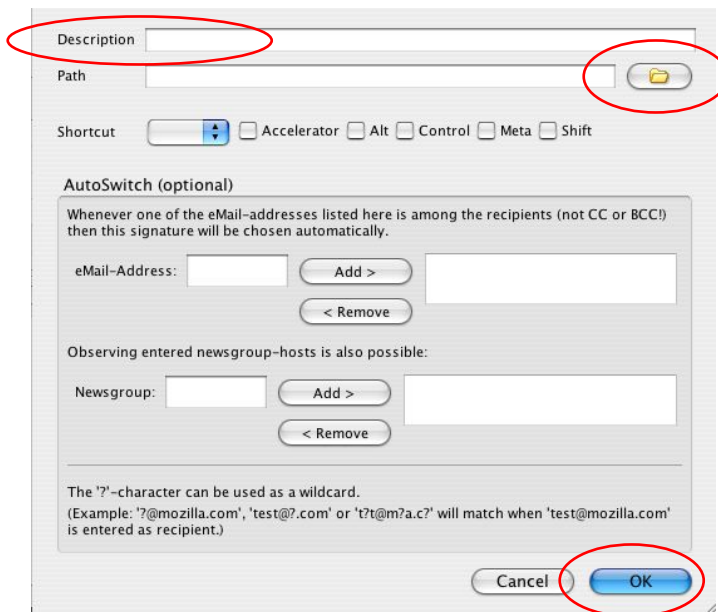
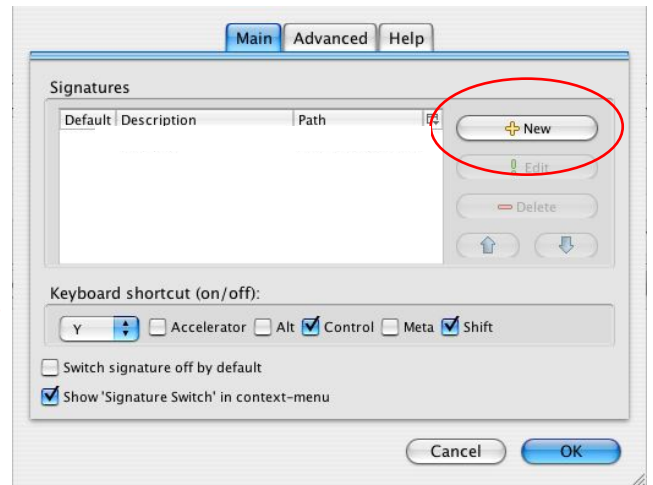
- a. In the *Save As:* field, name your signature file something that will allow you to easily recognize it.
- b. Change the location to **Documents** by clicking on **Documents** in the left column as shown.
- c. Click on the **New Folder** button at the bottom left and name the folder *Signatures*. Click on **Create**.
- d. Change the *Format:* from *Word Document* to **Web Page (HTML)** by clicking on the double arrow.
- e. Click on the **Save** button.




13. Repeat steps 10-12 to create additional signatures.
14. To add your signature file(s) to Signature Switch, open a new message window by clicking on the **Write** icon. Then click on the **Options** menu as shown on the next page



15. Select **Signature Switch** and then select **Options** (see above).
16. In the window that opens, click on **New**.
17. In the illustration below, type a name for the signature in the **Description** field.

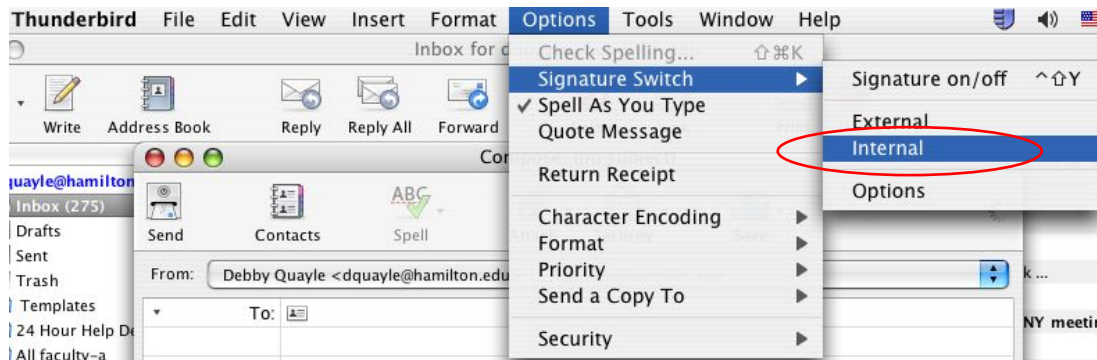


18. Click on the "path" button  to navigate to your "Documents/Signatures" folder. See step 12 above. Click on the first signature file and then click on **Open**. Then click on **OK**. The name you gave the signature should now appear in the Signature Switch Options list.

19. Repeat steps 16 – 18 to add additional signatures (if available).

## Using Signature Switch when composing a message

20. Open a new message window. Click on the **Options** menu, select **Signature Switch** and from there select the signature you wish to insert in that message. (See illustration on the next page)

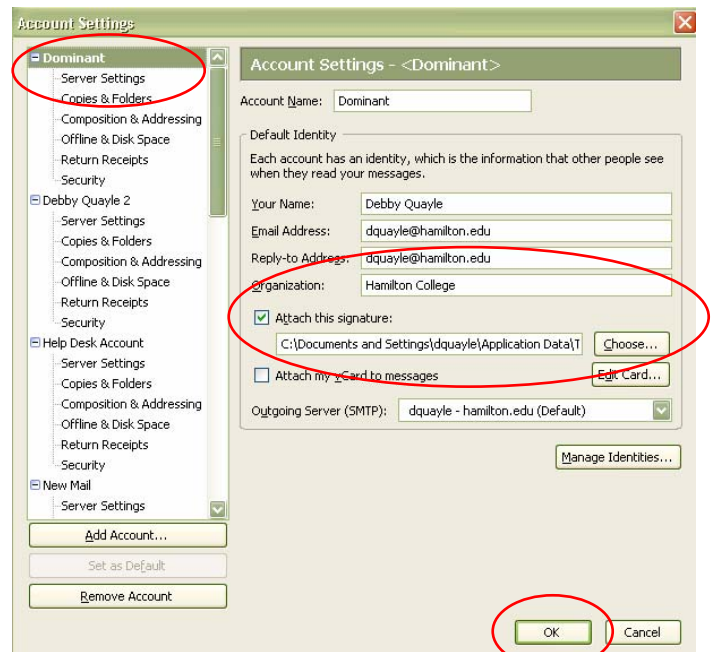


21. Your signature will appear in the body of your message. You should begin your message text *above* the dashed line.



22. **OPTIONAL:** If you prefer to have one of your signatures appear by default so that you can change it to another signature on an as needed basis, click on the **Tools** menu in Thunderbird and choose **Account Settings**.

- a. Choose the account for which you want to set the default signature. In the example at right it is the Dominant account.
- b. Click in the checkbox labeled, "Attach this signature:" and then click on **Choose**.
- c. Using the steps outlined above in number 11, navigate to the "Documents" folder where you created your "Signatures" folder. Locate the signature you want to use most of the time and click on the file name to select it. Then, click on **Open**.
- d. Click on **OK**.
- e. This signature will appear in all messages you compose. However, if you ever want to change it, simply use the steps outlined above in number 20.



For questions or comments regarding this document, please email [helpdesk@hamilton.edu](mailto:helpdesk@hamilton.edu).