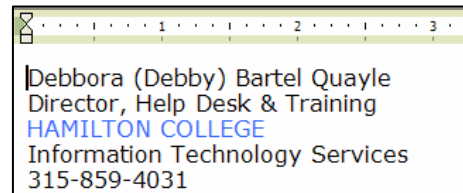


Creating a Signature in Thunderbird Windows and Macintosh

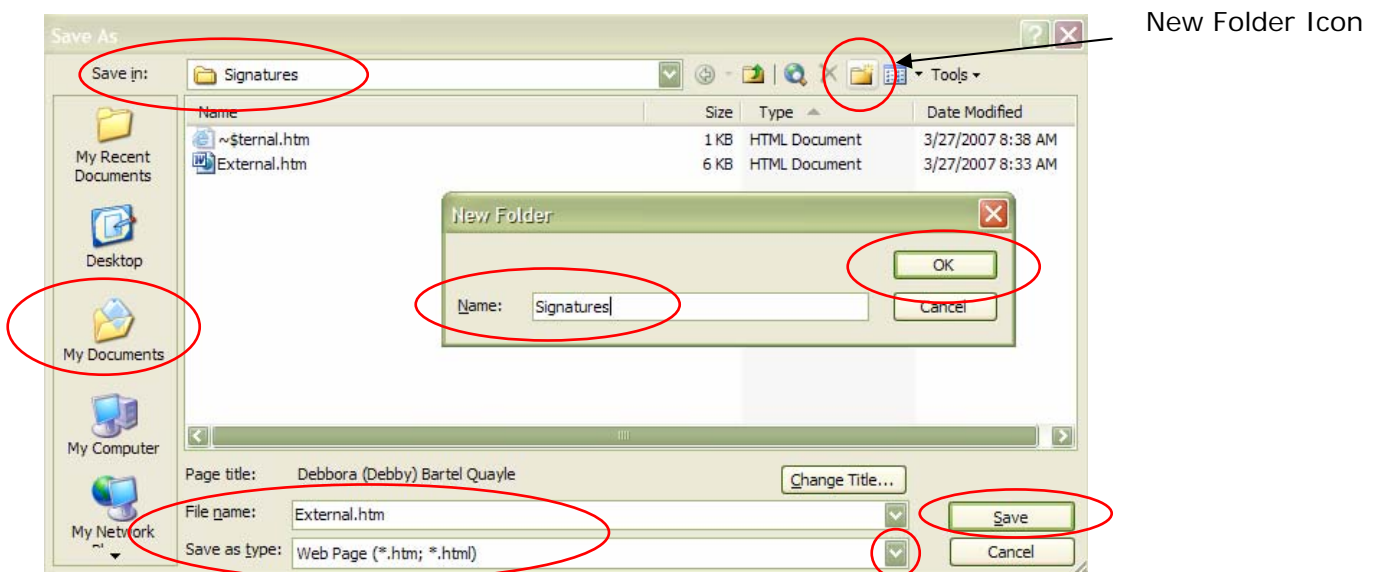
This document will help you create a single signature file to use in all your Thunderbird messages. If you require more than one signature file, you should refer instead to the following document:

[http://www.hamilton.edu/college/its/documentation/e-mail/client based/external/HTO-TBird-Signatures-ALL.pdf](http://www.hamilton.edu/college/its/documentation/e-mail/client%20based/external/HTO-TBird-Signatures-ALL.pdf)

1. Start by creating your signature file. The easiest way to do this is in Microsoft Word. When you create the file, enter your information, as you want it displayed.



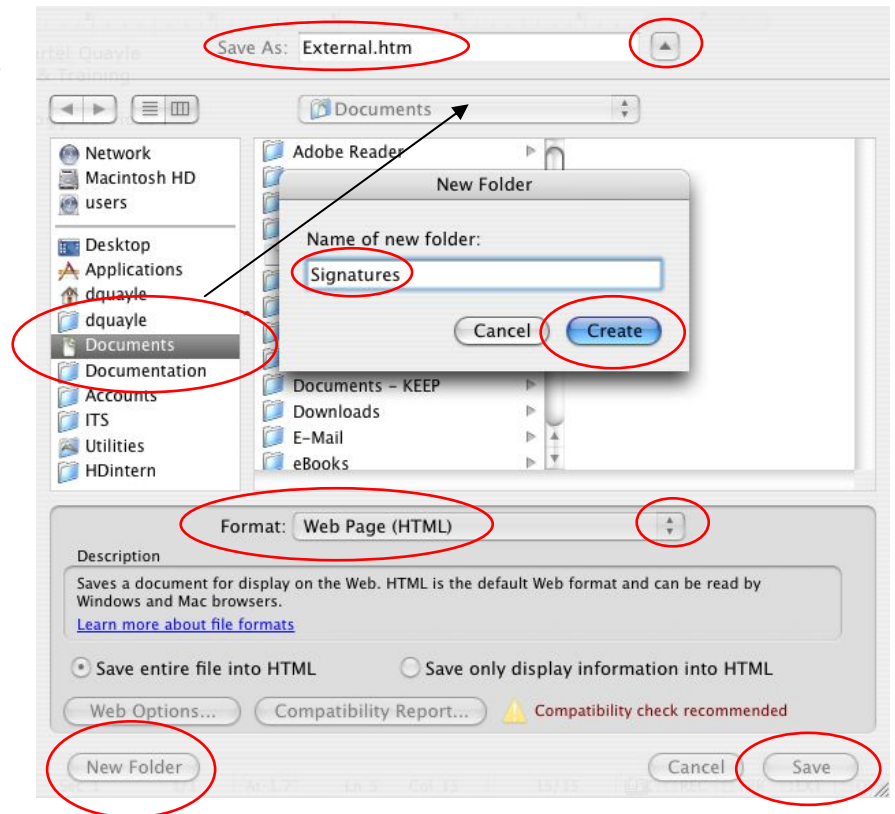
2. Click on **File** and choose **Save As...** then follow the steps below. Windows instructions are listed first, followed by Macintosh.
3. Saving your Signature File
Windows (see illustration below)
 - a. Change the "**Save in:**" location to **My Documents** by clicking on the My Documents icon on the left.
 - b. Click on the New Folder icon to create a new folder called **Signatures**. Then click on **OK** (within the New Folder window). (**NOTE:** Skip this step if you already have such a folder.)
 - c. In the *File name:* field, name your signature file something that will allow you to easily recognize it by name.
 - d. Click on the down arrow in the *Save as type:* field to choose **Web Page (*.htm, *.html)** and click on **Save**.



Macintosh (see illustration below)

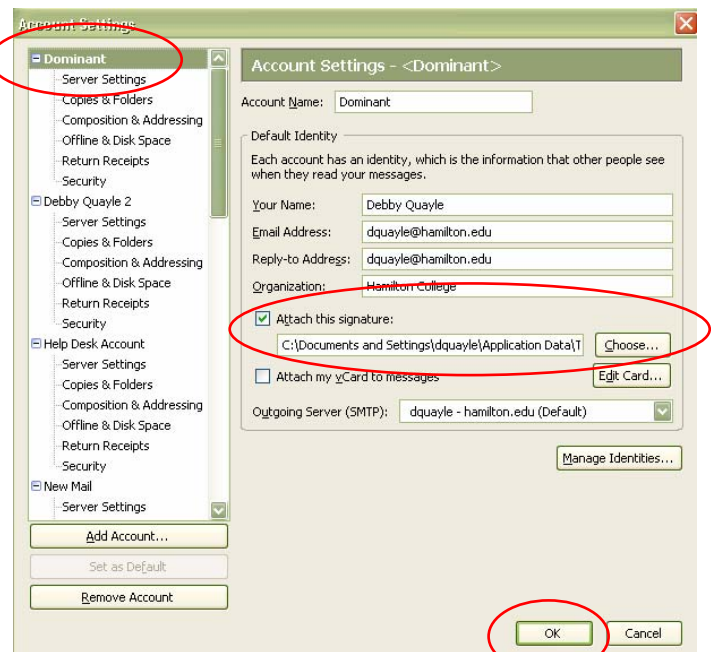
NOTE: If your screen does not look like the one below, click on the down arrow to the far right of the *Save As:* box. It will expand the screen.

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



- In Thunderbird, click on the **Tools** menu in Thunderbird and choose **Account Settings**.

- Choose the account for which you want to set the default signature. In the example at right, it is the Dominant account.
- Click in the checkbox labeled, "Attach this signature:" and then click on **Choose**.
- Using the steps outlined above in number 3, navigate to "My Documents" (Windows) or "Documents" (Macintosh) where you created your "Signatures" folder. Locate the signature you want to use all the time and click on the file name to select it. Then, click on **Open**.
- Click on **OK**.
- This signature will appear in all messages you compose. When you don't want to use it, you can remove it by highlighting it *in your message* and pressing delete.



For questions or comments regarding this document, please email helpdesk@hamilton.edu.