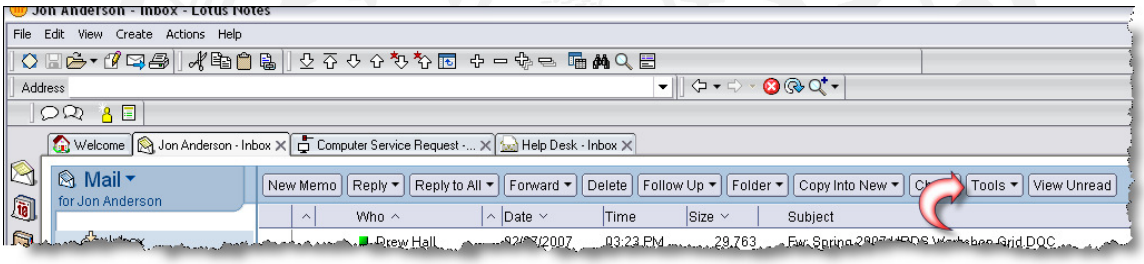
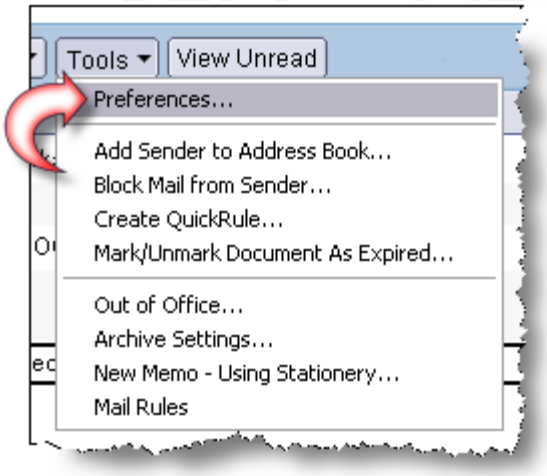
How To Add a Signature To Lotus Notes

Lotus Notes 6.5

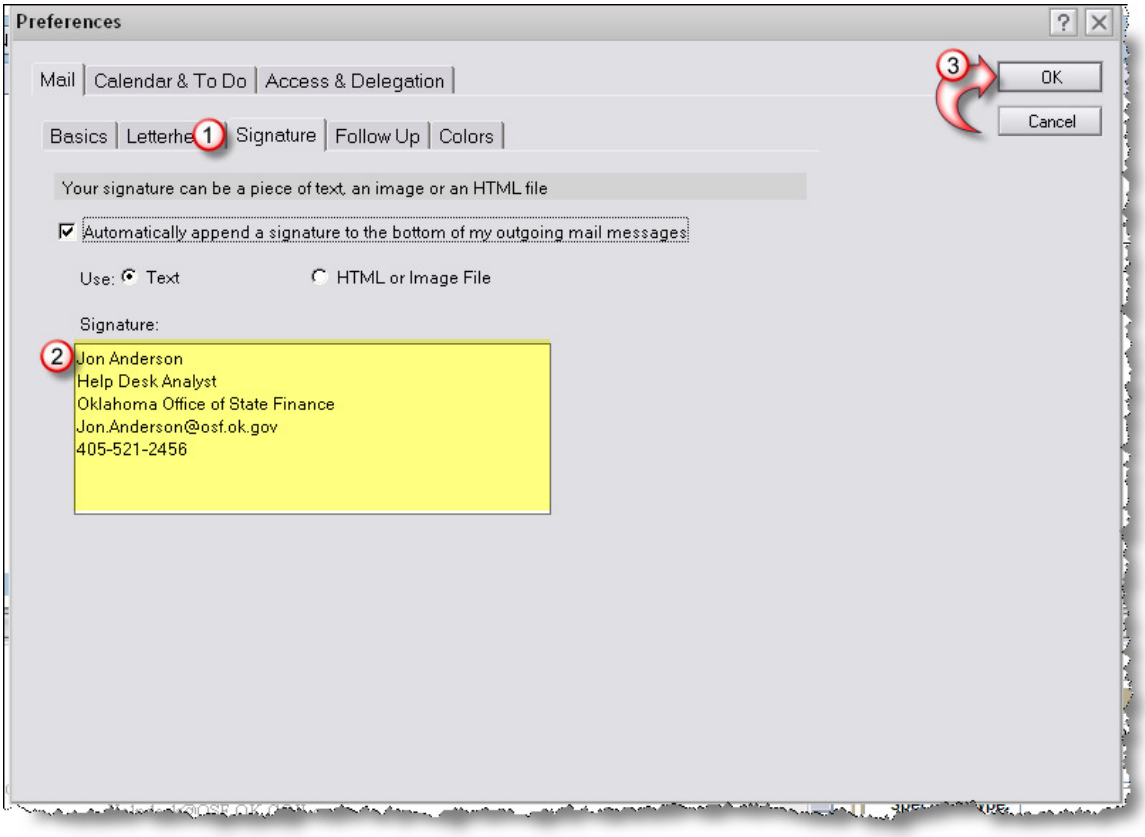
From you Lotus Notes Inbox, Left-click “Tools”

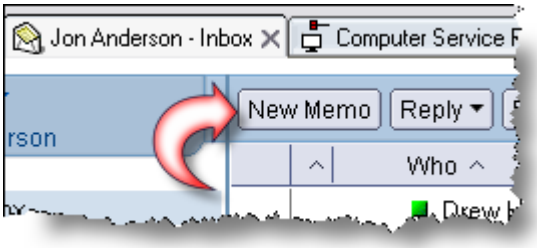




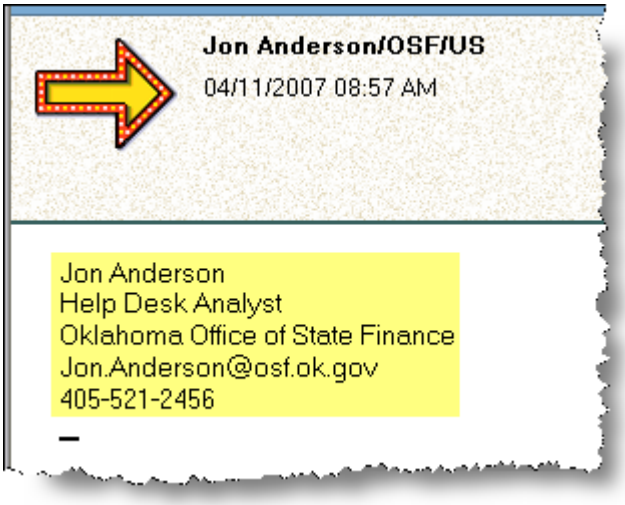
Left-click “Preferences”

Left-click “Signature” tab
Enter your Information in the Signature box
Left-click “OK”





Left-click “New Memo”



Verify the Signature is inserted in you e-mail message