ADD SIGNATURE TO GROUPWISE EMAIL MESSAGES

You can create multiple signatures in GroupWise so that you have different signatures that you can add for different email recipients:

1. In GroupWise main window, go to Tools > Options
2. Double-click the Environment icon
3. Click the Signature tab

![Environment Window](image)

4. Check the Signature box (above font name) to add a signature
5. Fill in your signature information in the white box
6. If you are creating more than one signature, give your alternate signatures different names in the “Signature Name” box
7. If you want GW to ask each time you send an email whether or not you want to add your signature, or if you have more than one signature created, check “Prompt before adding.” If not, check “Automatically add” to add your signature to every email sent.
8. Click OK and Close.

DISABLE GROUPWISE SIGNATURE

In the signature window above, UNcheck the ‘Signature’ box just above the font name; this will disable the signature tool until it is turned on again.