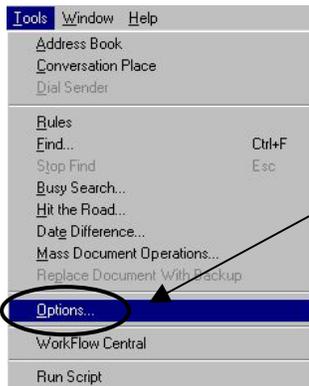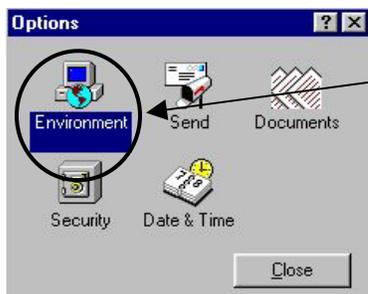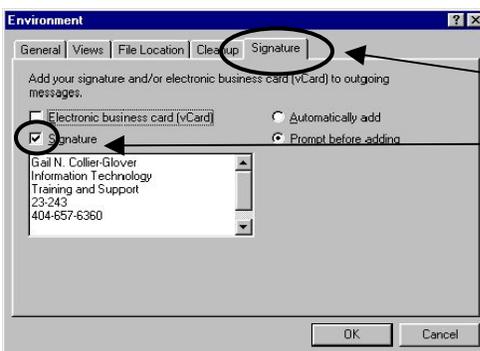## How to add a signature to GroupWise messages

There is a way in GroupWise to add an instant signature (including name, telephone number, etc.) to all or select pieces of mail. It can save some time and also serve as a way to personalize messages and give necessary contact information.

Select **Options** from the **Tools menu**.

Click the **Environment** icon.
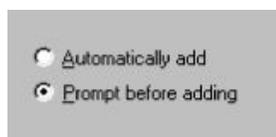

The **Environment dialog box** appears.

Click the **Signature Tab.**

Click the check box to the left of Signature above the Signature box or field to place a check mark in the box.

Type in the Signature field any information you want to appear at the end of messages.

NOTE: It is best to keep the signature brief so it doesn't cause a second page when e-mail is printed.

Select **Automatically add** to add the signature to all messages, or select **Prompt before adding** to receive a prompt before the signature is added to a message.