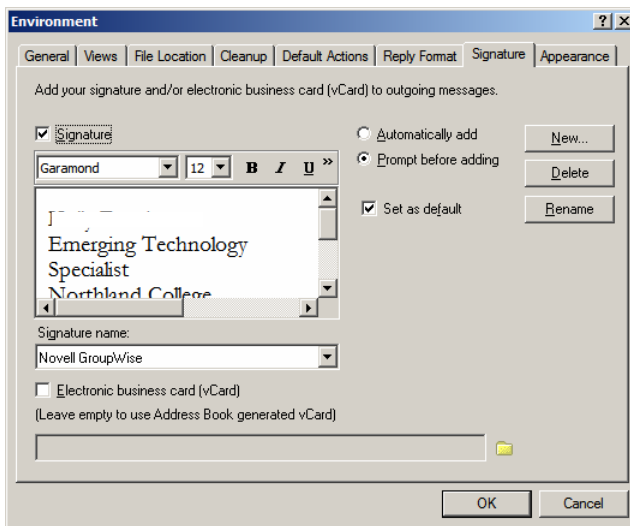


Technology Tidbit!

Multiple signatures in GroupWise

Create multiple signatures in GroupWise to allow yourself the flexibility to place different signatures at the bottom of your emails based on the type of email you're sending or the identity from which you send it.



1. Click on **Tools/Options**.
2. Click **Environment**.
3. Click on the **Signature** tab.
4. Click the **New** button.
5. Name your signature.
6. Type in your details.
7. Choose **Prompt Before Sending**.
8. Click **OK**.

Now when you send a message you will have the option to switch your signature to fit the message. If you want to switch, just *click* the down arrow on the **Signature Name** box and pick the one you want.