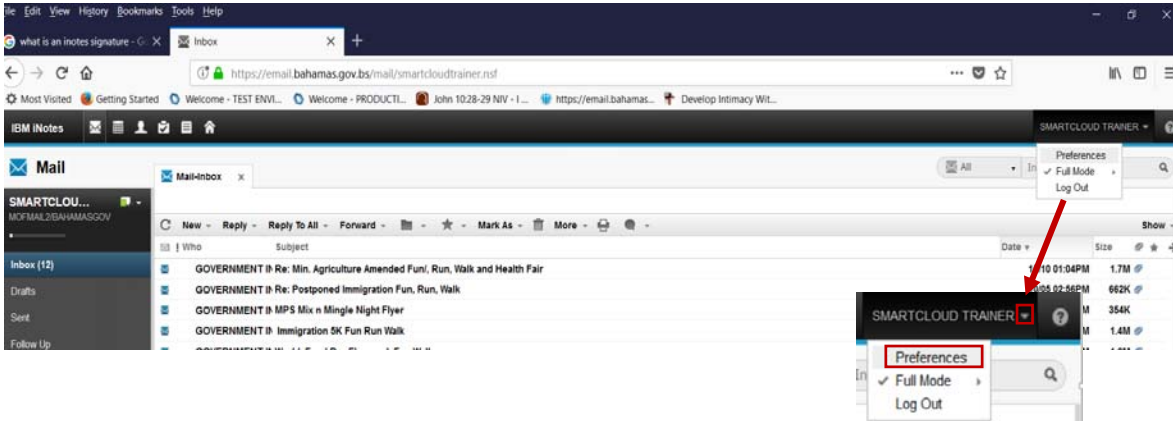
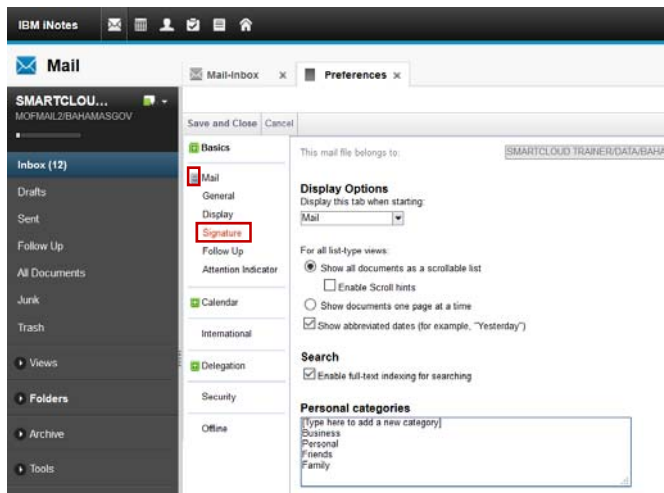


# How to Add a Signature to Your Outgoing GOV. Emails

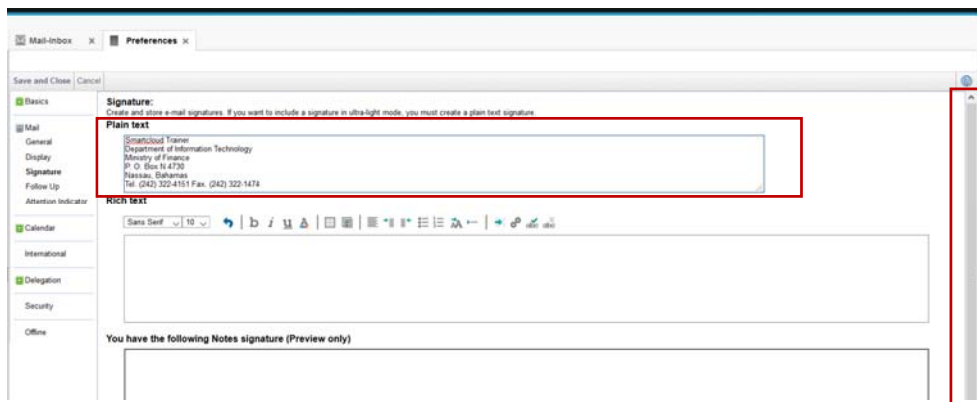
Log into your government email account.



1. From your name on the top right select *the arrow* -
2. Select **Preferences**



3. Select **Mail > Signature**

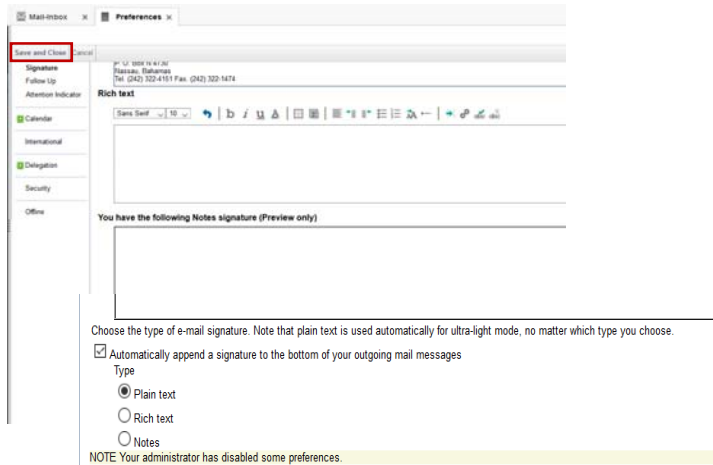


4. Click in the **Plain Text** window press ENTER 4 times on your keyboard.

5. Key enter the *contact information* you wish to appear e.g.

Lotusnotes Administrator  
lotusnotesadministrator@bahamas.gov.bs  
Department of Information Technology  
Ministry of Finance  
P. O. Box N 4730  
Nassau, Bahamas  
Tel. (242) 322-4151 Fax. (242) 322-1474

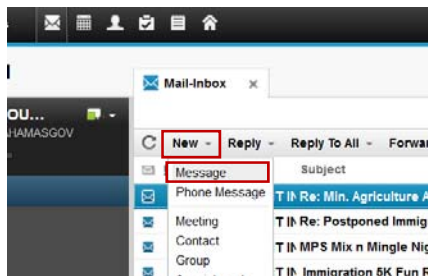
6. Use the *scroll bar* on the right and scroll to the bottom of the screen. *Screen below will appear.*



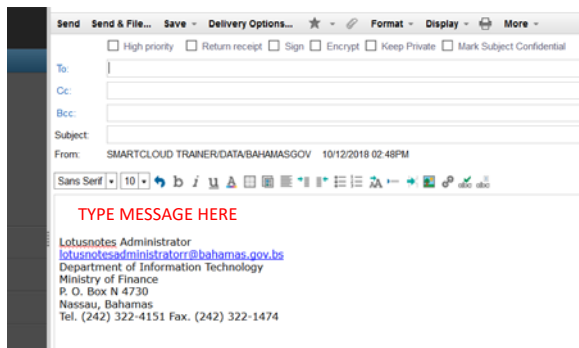
7. Put checkmark in the box beside “**Automatically append a signature....**”

8. Select **Plain text**

9. Select **Save and Close** from the top of this window.



10. To check **signature** select **New > Message**, the signature should appear.



11. Type your message above your signature.