

Adding a Signature to email messages:

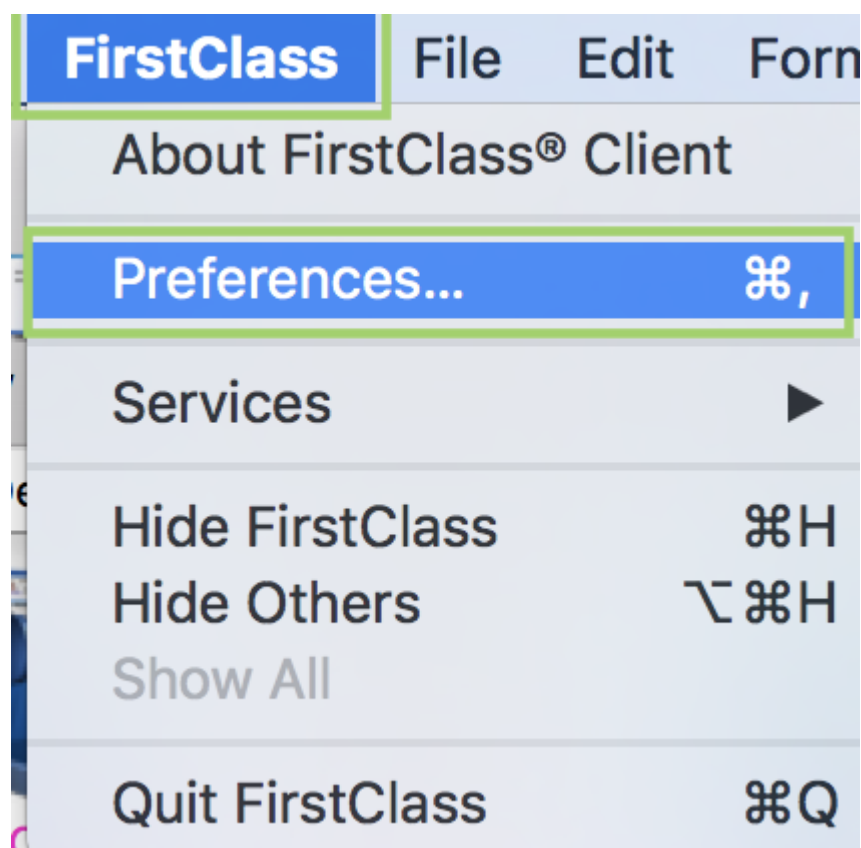
A signature should be attached to all email messages. The signature should include identifying information so the receiver can easily identify you and your location.

Example: Jane Doe

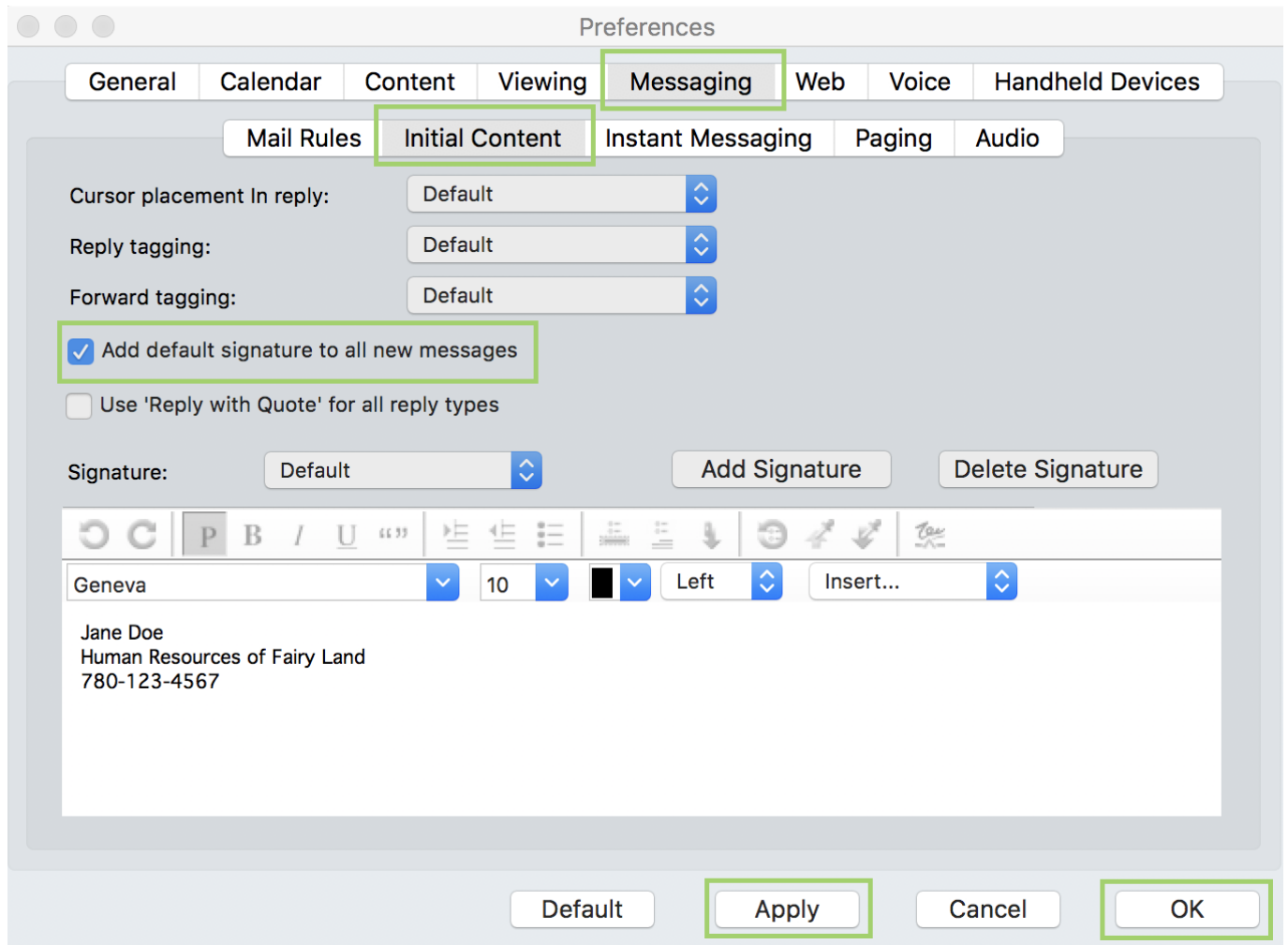
Human Resources of ABC

780-123-4567

To create a permanent email signature, go to the FirstClass menu bar open **FirstClass** and click on **Preferences**.

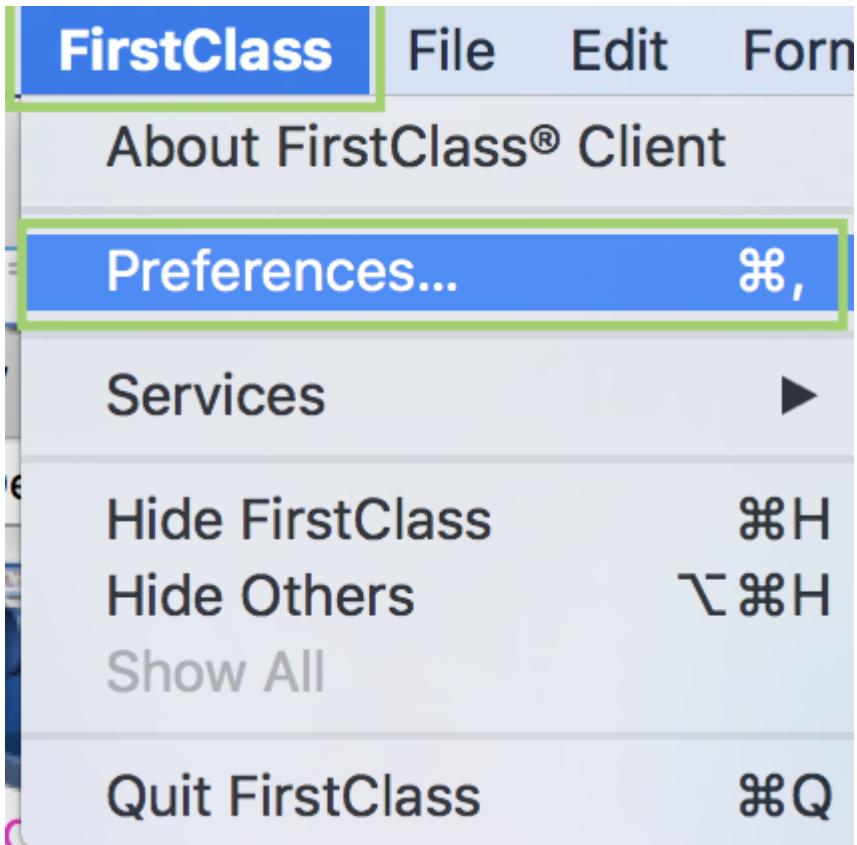


The **Preferences** screen will pop up. Click on **Messaging**, then on **Initial Content**. Type in your desired signature. Note: User can control typeface, font size, etc. Make sure to click in the box beside **Add default signature to all new messages**. Once the signature is complete click on **Apply** then on **OK**.



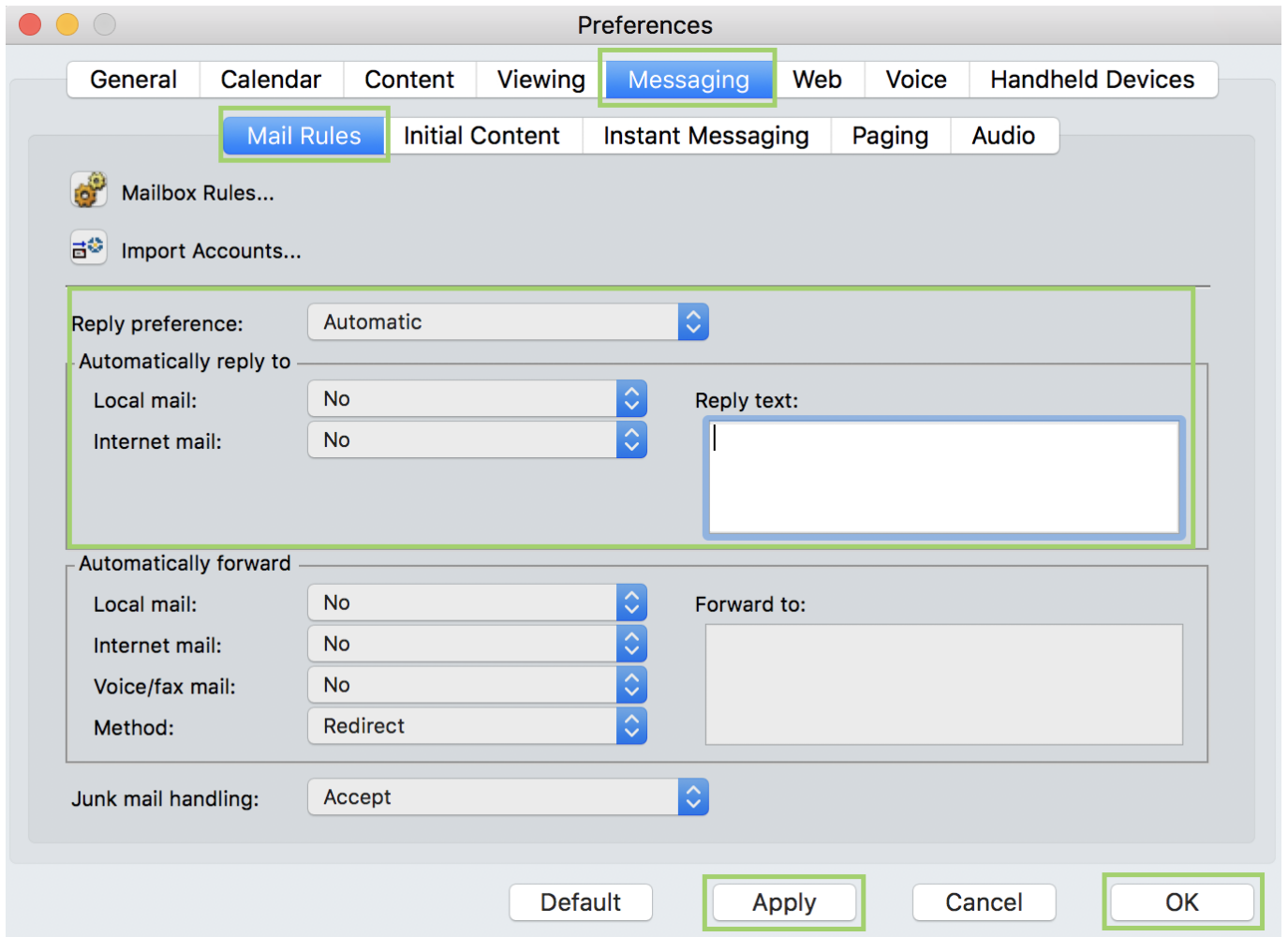
Auto-Reply for when you are away from the office:

To create go to FirstClass menu bar and open **FirstClass**, then click on **Preferences**.



In the **Preferences** screen, click on **Messaging** then on **Mail Rules**.

1. **Reply preference:** Reply All.
2. **Local mail:** Yes.
3. **Internet mail:** Yes.
4. **Reply text:** Enter your out of office message.
5. Click **Apply** then



NOTE: Once you return to the office you will need to remove these setting.