

3. On the Mail Format page, in the Signature area, choose Signature Picker.
4. If necessary, in the Signature Picker dialog box, in the Signature list, select a signature to delete.
5. Choose Remove.
6. In the message box that asks, *Are you sure you want to permanently remove this Signature?* choose Yes.
7. As desired, repeat steps 5 through 7 to delete additional signatures.
8. In the Signature Picker dialog box, choose OK.
9. In the Options dialog box, choose OK.

To forward a message:

1. Open the original message or select it in the message list.
2. On the toolbar, click the Forward button.
3. Address the message.
4. If desired, at the top of the message area, type comments.
5. Send the message.

To reply to a message:

1. Open the original message or select it in the message list.
2. On the toolbar, click the Reply or the Reply to All button.
3. At the top of the message area, type your response.
4. Send the reply.

To create a folder:

1. On the toolbar, click the Folder List button.
2. Right-click the folder to which you want to add a subfolder.
3. From the shortcut menu select New Folder.
4. In the Create New Folder dialog box, in the Name text box, type the name for the new subfolder.
5. Choose OK.

To move a message to a folder:

1. Right-Click the message you want to move.
2. From the shortcut menu click Move to Folder
3. In the Move Items dialog box, expand the folder list as necessary, and then select the appropriate folder.
4. Choose OK.