

4. If the word is spelled incorrectly, select the correctly spelled word in the Suggestions area and choose Change.
5. Repeat steps 3 and 4 as necessary.

To create a Signature :

1. From the Tools menu, click Options
2. From the Options dialog box, click the Mail Format Tab.
3. From the Mail Format tab, click the Signature Picker button.
4. From the Signature Picker dialog box, click the New button.
5. From the Create New Signature dialog box, enter a name for the signature in the field Enter a name for your new Signature.
6. In the Choose how to create your Signature field, select Start with a blank Signature.
7. Click the Next button.
8. From the Edit Signature dialog box, click the Font button, choose a font style and click OK.
9. If desired, click the Paragraph button, select an alignment and click OK.
10. Type the text of your signature in the Signature Text field.
11. Click OK from the Edit Signature dialog box.
12. Click OK from the Signature Picker dialog box.
13. Select a signature from the Use this Signature by default pull-down menu or choose None.
14. Click OK.

To select a signature for a message:

1. If necessary, open or switch to a new message window.
2. As desired, create the message.
3. Position the insertion point where you want the signature to appear.
4. On the Standard toolbar, click the Signature button.
5. From the Signature menu, choose the desired signature.

To remove a signature:

1. From the Tools menu, choose Options.
2. In the Options dialog box, select the Mail Format tab.