7.   Select the **Forward** option in the *Perform these actions:* field and then click on the **To...** button. The *Choose Recipient* dialogue box appears.
8.   Double-click on the addressee desired, click on the **OK** button (x3) to exit.

To Give Permission to Send on Your Behalf:

1.   Select **Tools, Options** from the menu bar. The *Options* dialogue box appears.
2.   Select the **Exchange Server** tab.
3.   Click on the **Add...** button in the *Give Send on Behalf Of permission to* field. The *Add Users* dialogue box appears.
4.   Double-click on the name of the person to whom you wish to give permission to send on your behalf.
5.   Click on the **OK** button.

To Add an Auto Signature:

1.   Select **Tools, Auto Signature** from the menu bar. The *AutoSignature* dialogue box appears.
2.   Click on the **New...** button. The *New AutoSignature* dialogue box appears.
3.   Enter in your name in the *Name:* field.
4.   Tab to the *Contents:* field.
5.   Click on the **Font** button. The *Font* dialogue box appears.
6.   Select a font you wish. You may select font size, style and colour.
7.   Click on the **OK** button.
8.   Enter your name and any additional text you wish in the *Contents:* field.
9.   Click on the **OK** button. The *AutoSignature* dialogue box appears.
10.   Click on the **Set as Default** button.
· 11.   Select the **Add the default selection to the end of outgoing messages** option if you wish to have your signature added to all outgoing messages. If you do not wish to have the signature appear on all your outgoing messages you may leave this option blank.

When you wish to add a signature to an outgoing message you may do so in the Compose Message window by selecting **Tools, Auto Signature** from the menu bar then click on the **Insert** button.

12.   Click on the **Close** button.