

## **Creating a Signature file for Mozilla Thunderbird**

1. Using Notepad (Start/All Programs/Accessories/Notepad), create a document with your signature information.
2. Name it "mysignature".
3. Save it as a "text" file in your "My Documents" folder.
4. Open Thunderbird.
5. At the top of the window on the menu bar, click on "Tools" and select "Account Settings." This will bring up the "Account Settings" window.
6. Check "Attach this signature:" Then click "Choose".
7. Browse for your "mysignature" file in your "My Documents" folder. Highlight the file and click "Open".
8. When you return to the Account Settings window, you will see the path to your mysignature file in the appropriate field.
9. Click "OK".