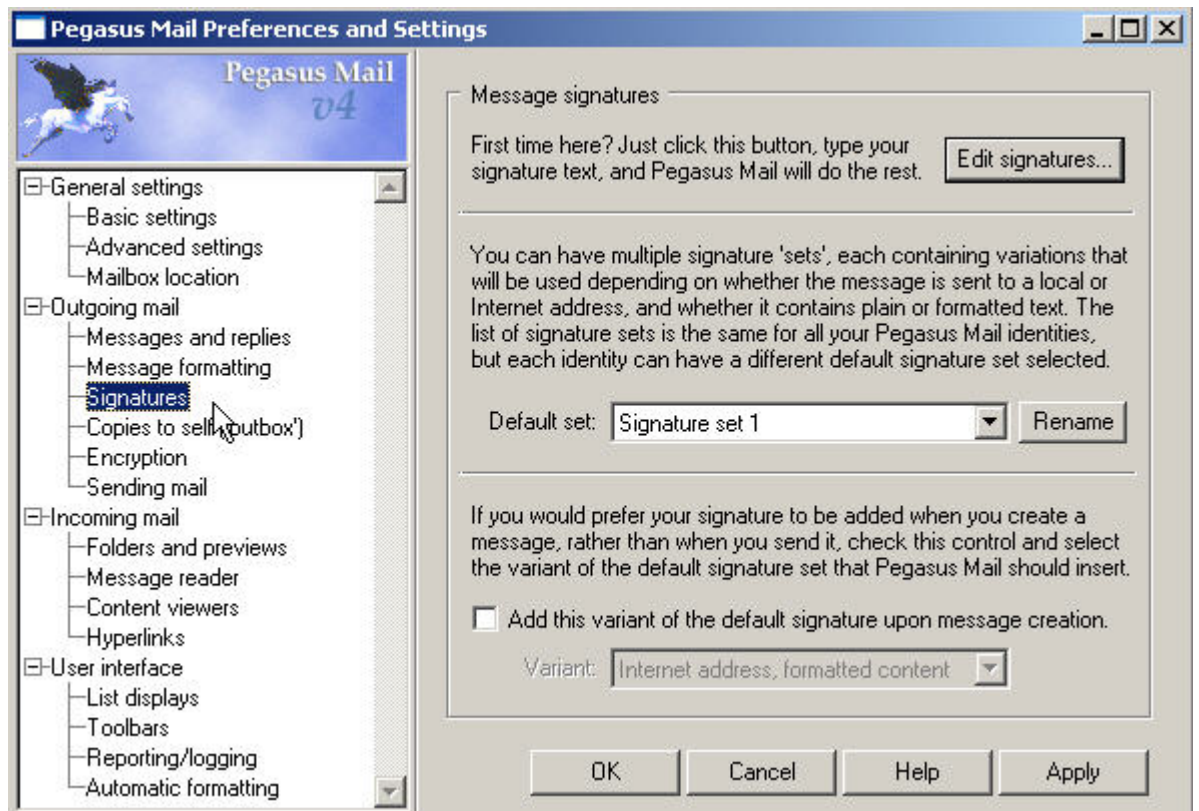
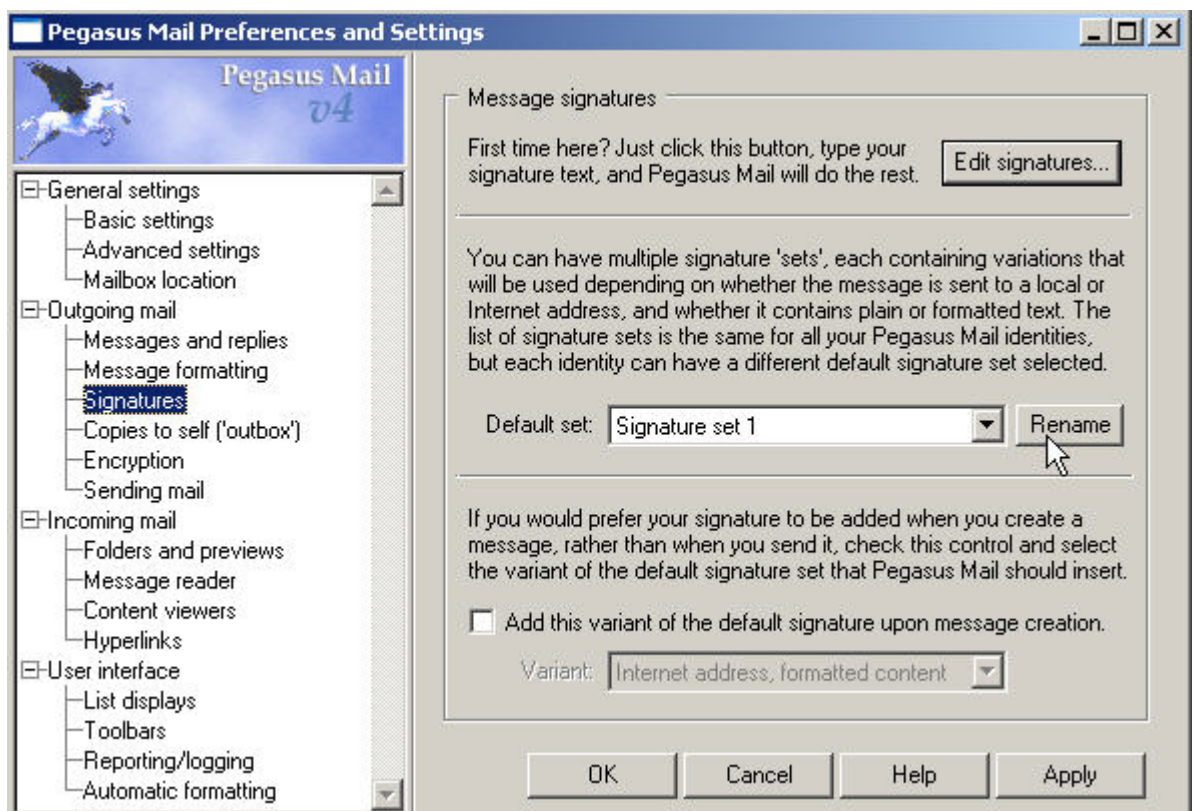


Signatures

On the left hand side of the window, go to the **Signatures** selection under the Outgoing mail heading. Left click once on **Signatures**. The right hand side changes again.



On the right hand side of the window, left click once on **Rename**.

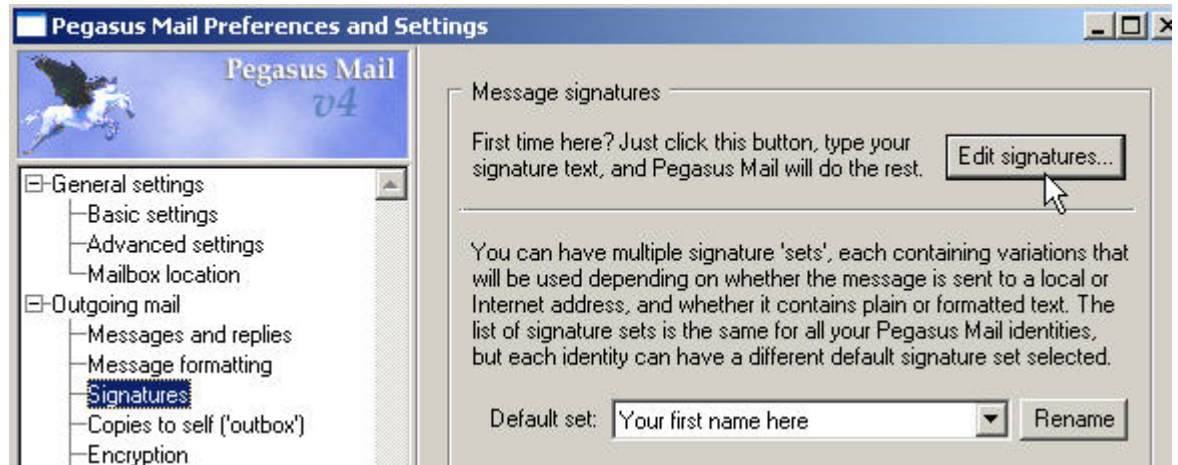


Type in your first name. This is just for labeling the signature. You can call it what you like. Once you are finished, left click once on OK. →



Your are brought back to the Signatures area.

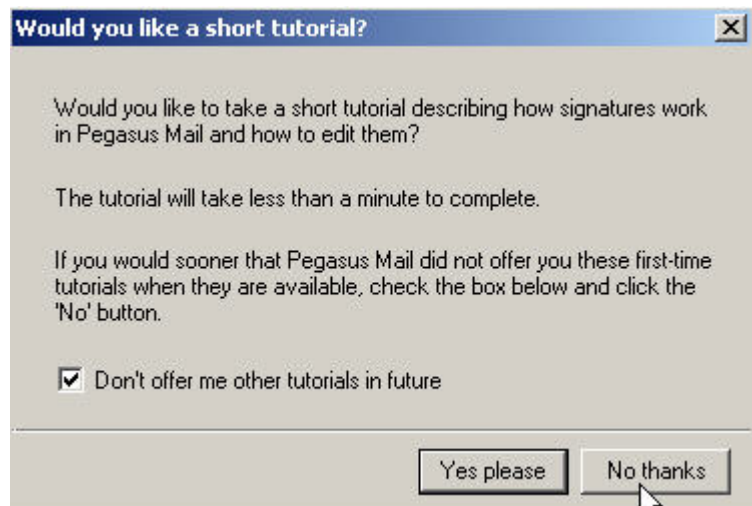
You will now see your name in the Default set. Go to the upper right hand area and left click once on Edit Signatures.



This window may appear because we have just installed Pegasus and the program offers tutorials at different times on subjects.

You can always go back into the Help area to find this information so for now, make sure there is a check in the box labeled Don't offer me other tutorials in the future.

Left click once on the **No thanks** button. →

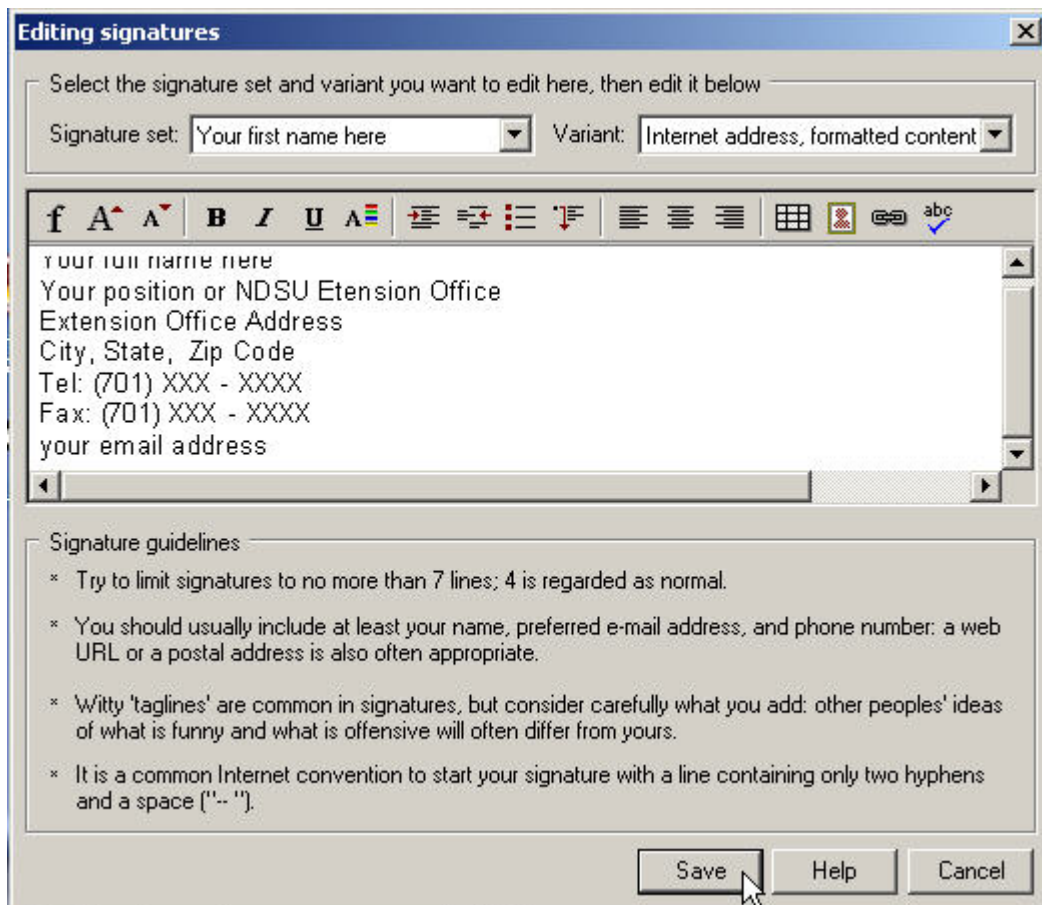


You are brought to this window. The signature set has your name and the Variant (upper right hand text box) has Internet address, formatted content.

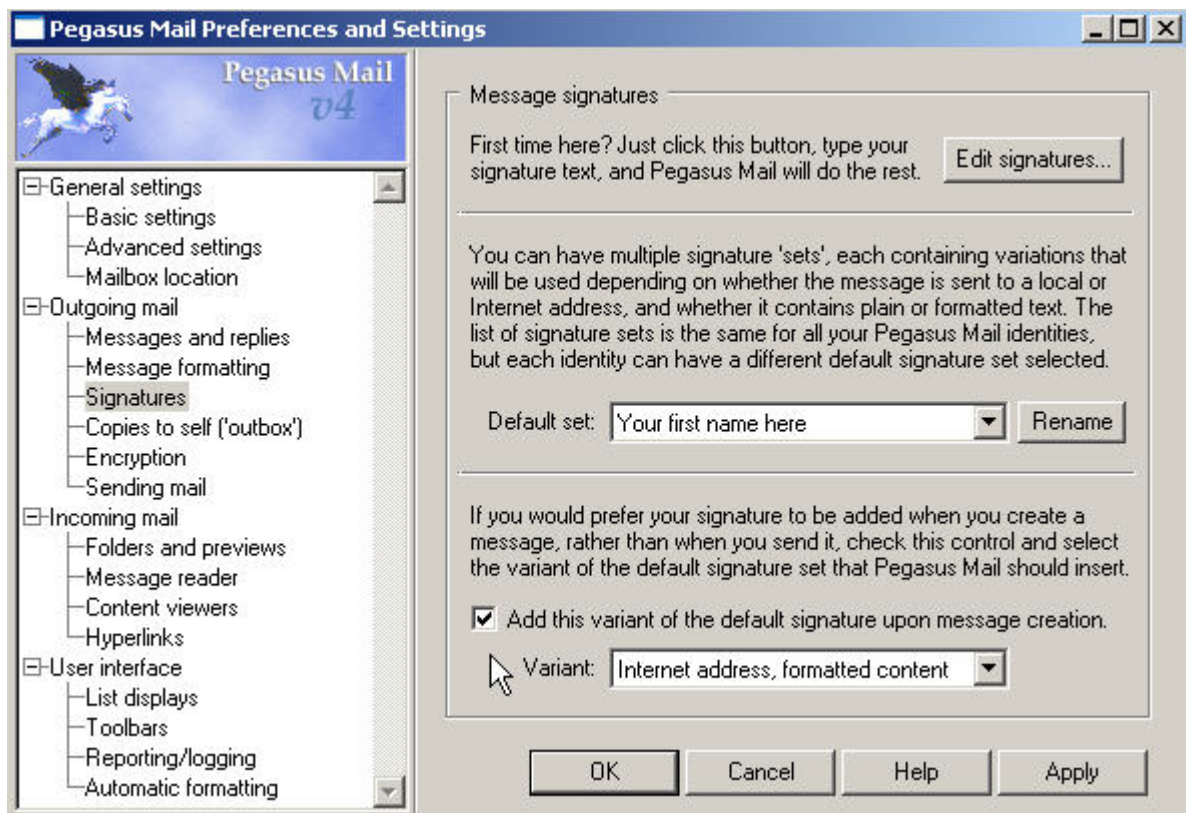
Type in your information as in this sample format shown (or modify to your liking). Your name is at the top.

I could not get all of the information into one screen shot, but it was close.

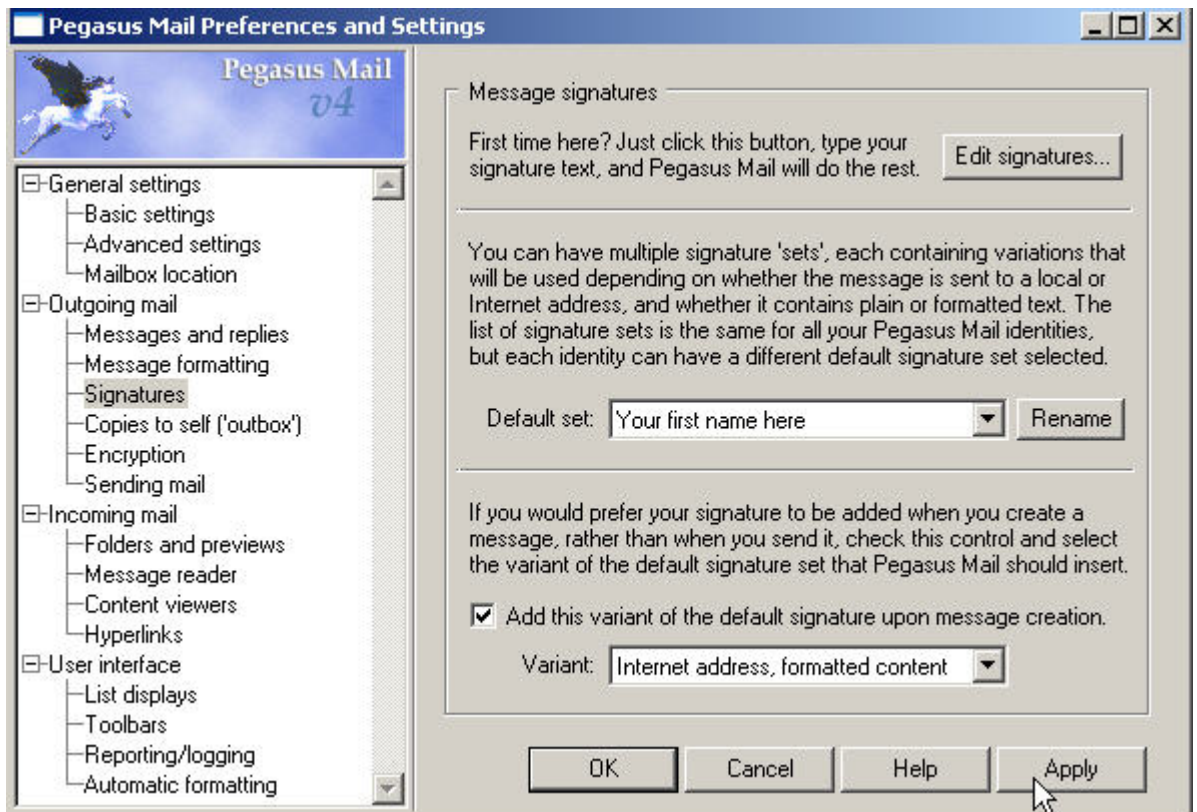
When finished, left click once on Save. →



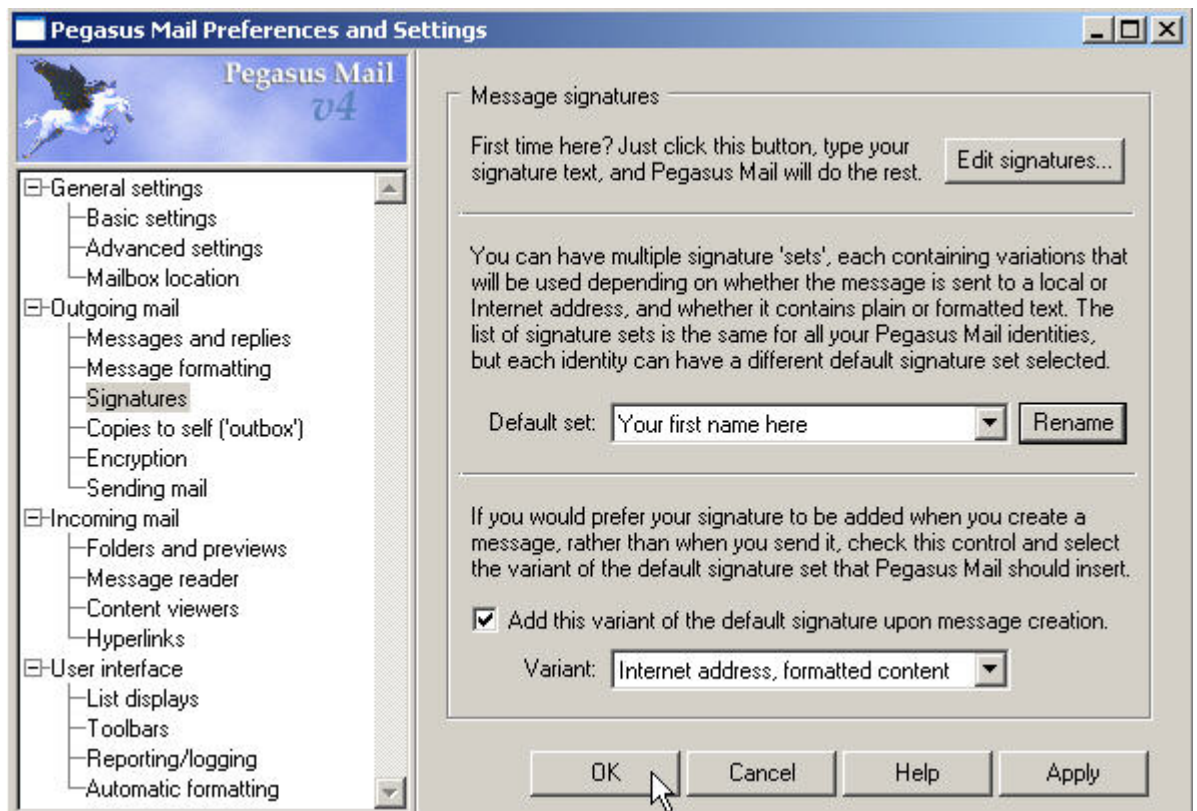
You are brought back to the signatures window. You can place a check in the box Add this variant of the default signature upon message creation. By doing this, this signature will show up when you are creating a new email message



Almost finished.



Left click once on the **Apply** button. →



Slide over and left click once on the **Ok** button. →