



USD E-Mail Signature Eudora Tutorial

Developed by USD's Tech Support Center
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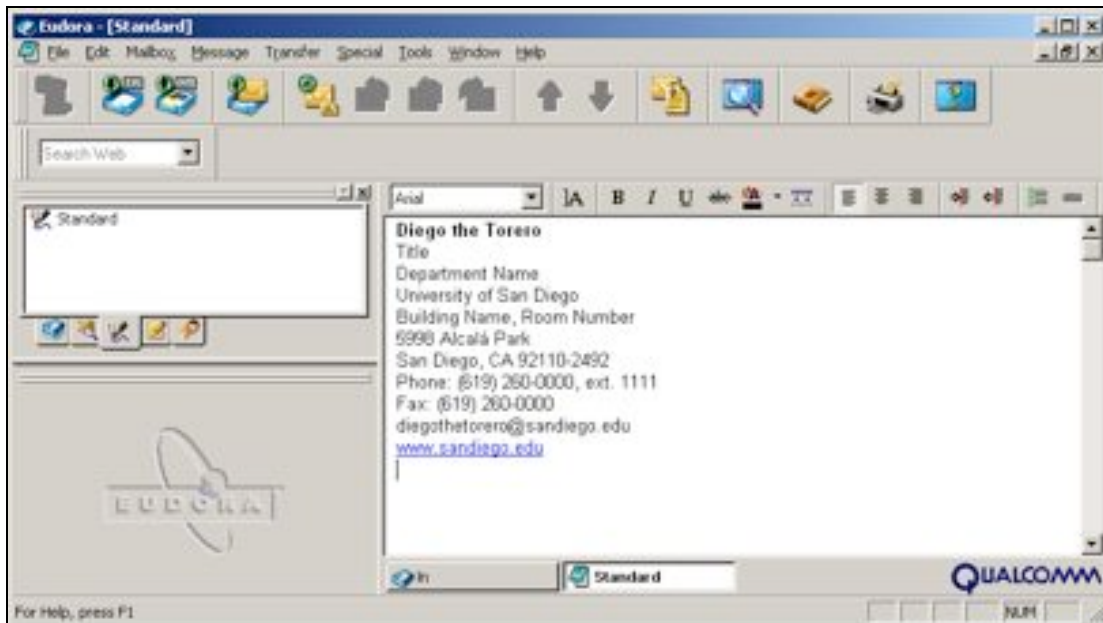
1. Launch **Eudora** on your computer if it is not already open.
2. Click on the **Signature** tab at the bottom of the window.



3. In the signature list you should see a signature called **Standard**. Right-click on the word "standard" and click **Edit**.



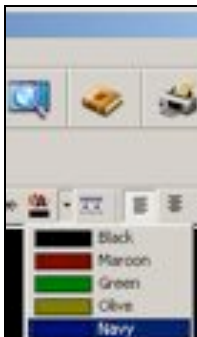
4. A new window will open on the right.



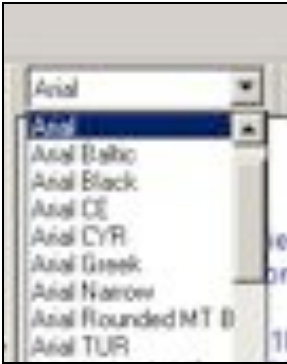
5. Type your contact information in the textbox following the template below.

Diego the Torero
Title
Department Name
University of San Diego
Building Name, Room Number
5998 Alcalá Park
San Diego, CA 92110-2492
Phone: (619) 260-0000, ext. 1111
Fax: (619) 260-0000
diegothorero@sandiego.edu
www.sandiego.edu

6. Click the **Font Color** button. The entire signature should be color set to **Navy**.



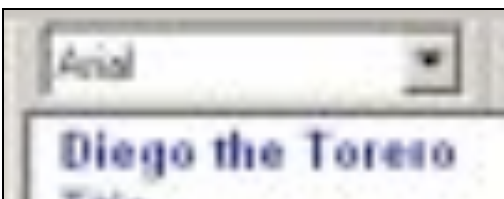
7. Click on the **Font Style** drop-down bar and select **Arial**.



8. Click on the **Font Size** button and select **Medium**.



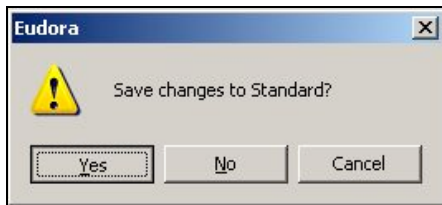
9. Your name **and only your name** should be bold. In the example **Diego the Torero** is in bold.



10. Click the small **x** in the upper right corner of the window to exit from the signature screen.



11. Click **Yes** when Eudora asks you if you want to save changes to your signature.



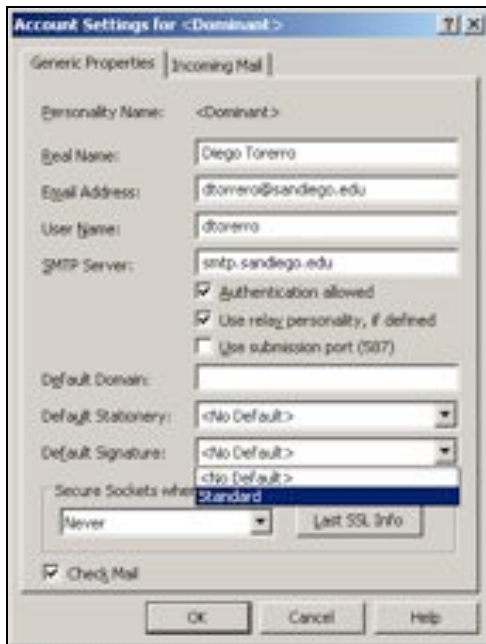
12. Click on the **Personalities** tab to view your accounts.



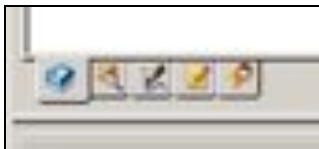
13. Right-click on your **Dominant** personality and select **Properties**.



14. When the Properties window comes up, change the default signature to the **Standard** one you created earlier and click **OK**.



15. Click on the mailbox tab to go back to your mailbox folders.



16. Test your new signature by opening a new e-mail message as you normally would. Your contact information should appear similar to the picture below. Compose your message above the signature and send your message as usual.

