



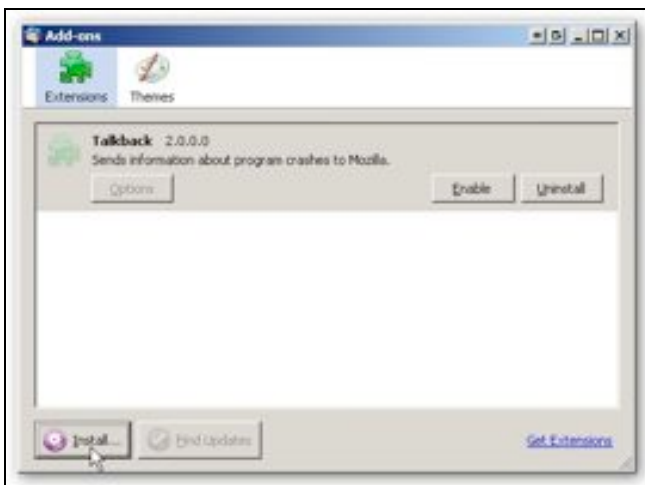
USD E-Mail Signature Mozilla Thunderbird Tutorial

Developed by USD's Tech Support Center
UC 117, tsc@san Diego.edu, (619) 260-7900

1. You will need to download an extension named "Quicktext" that is located at the following Web address: <http://extensions.hesslow.se/>
2. Download the Quicktext extension to your computer's desktop.
3. Open Mozilla Thunderbird.
4. Click **Tools** on the toolbar and select **Add-ons** in the resulting drop-down menu.



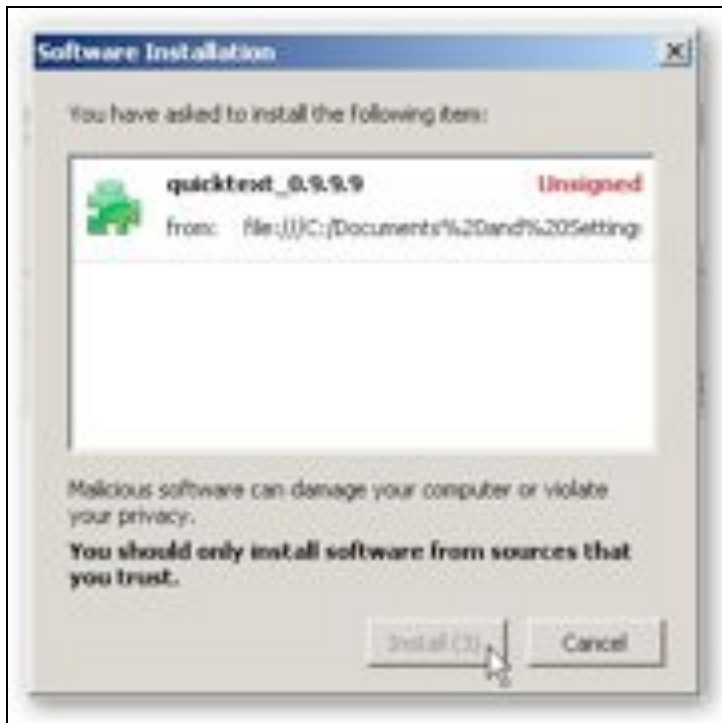
5. Select **Install**.



6. Browse to your desktop where you have downloaded the Quicktext extension and click **Open** with the item highlighted.

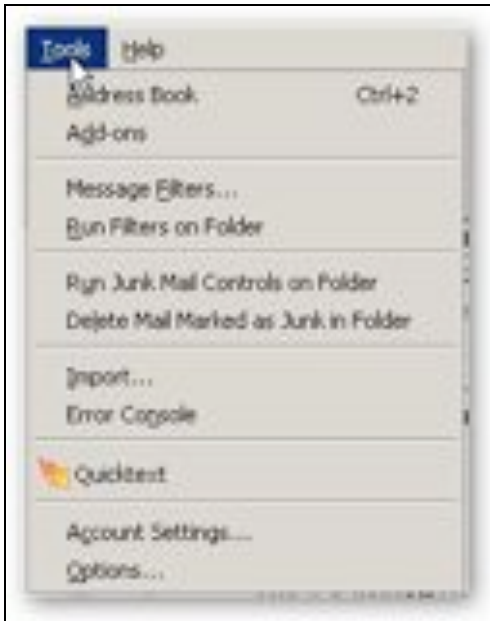


7. Click on **Install** now.



8. At this point you will need to close Thunderbird and then re-open the software.

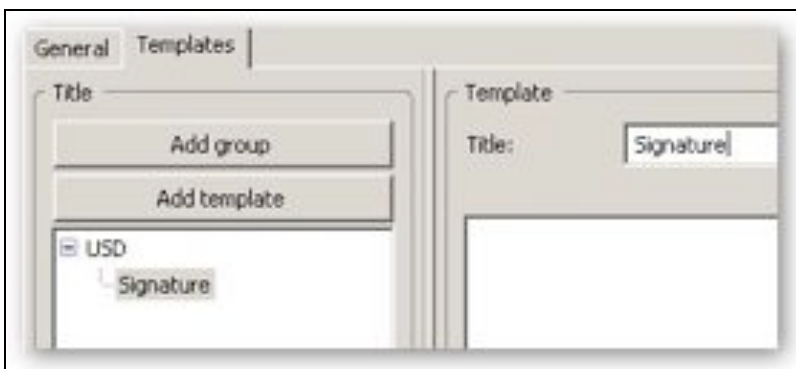
9. Select **Tools** from the Thunderbird toolbar and click on **Quicktext**.



10. Click on **Add Group** and name the new group USD.



11. Select **USD** and click **Add Template**. Name the new template Signature.



12. Insert your new signature as follows. Please note that there are no formatting options (i.e. font, size, color).

Diego the Torero

Title

Department Name

University of San Diego

Building Name, Room Number

5998 Alcalá Park

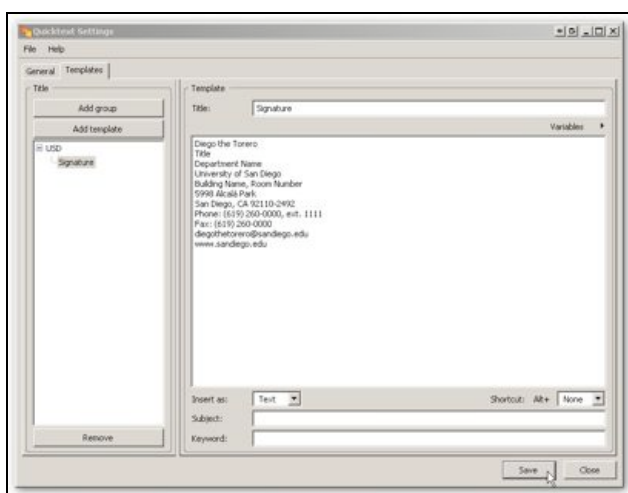
San Diego, CA 92110-2492

Phone: (619) 260-0000, ext. 1111

Fax: (619) 260-0000

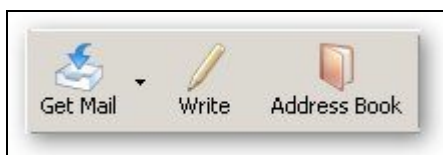
diegothetorero@sandiego.edu

www.sandiego.edu

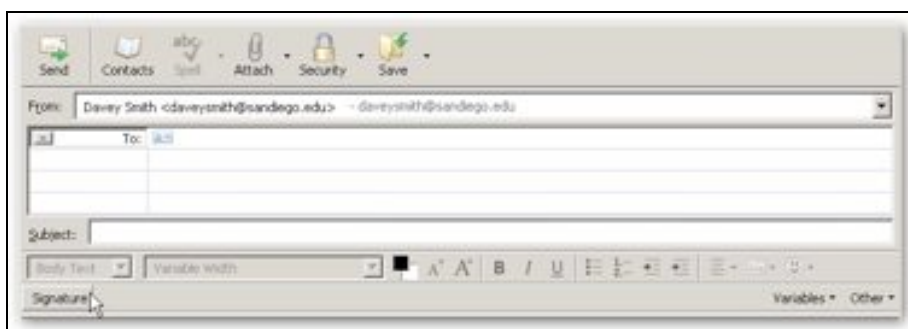


13. Click **Save** and **Close**.

14. Click on **Write** in the Thunderbird toolbar.



15. Now you will notice the new toolbar that says **Signature**.



16. Clicking on the **Signature** option will insert your signature into the body of any new message.

