



## USD E-Mail Signature Mozilla Thunderbird Tutorial

Developed by USD's Tech Support Center  
UC 117, [tsc@san Diego.edu](mailto: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.

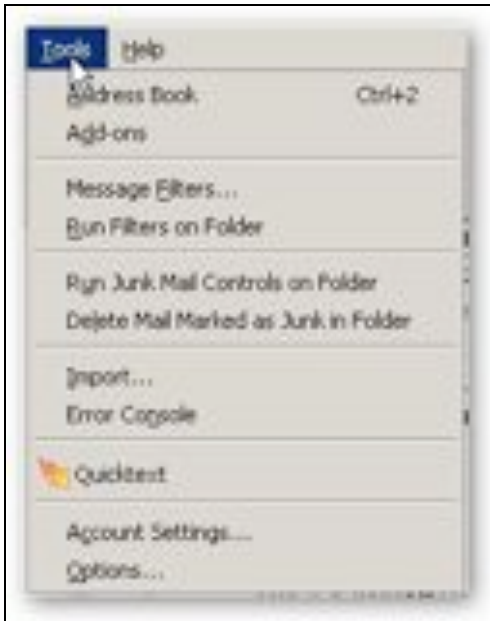


7. Click on **Install** now.



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

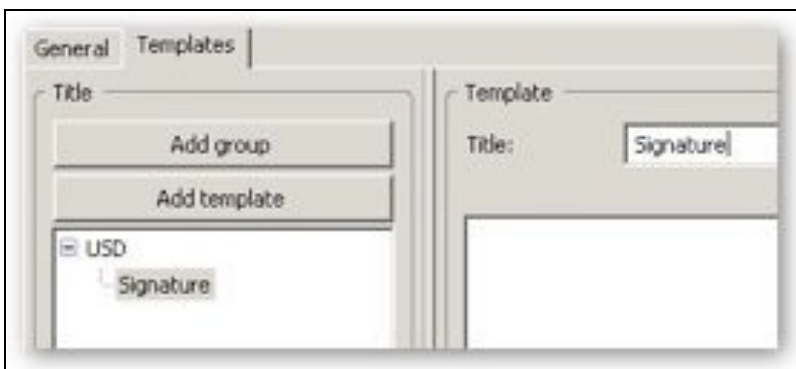
9. Select **Tools** from the Thunderbird toolbar and click on **Quicktext**.



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

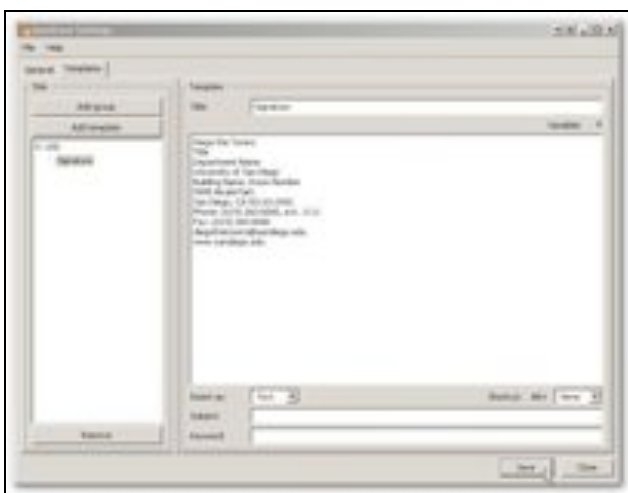
San Diego, CA 92110-2492

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

Fax: (619) 260-0000

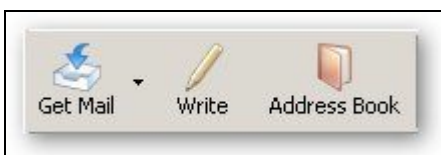
[diegothetorero@sandiego.edu](mailto:diegothetorero@sandiego.edu)

[www.sandiego.edu](http://www.sandiego.edu)

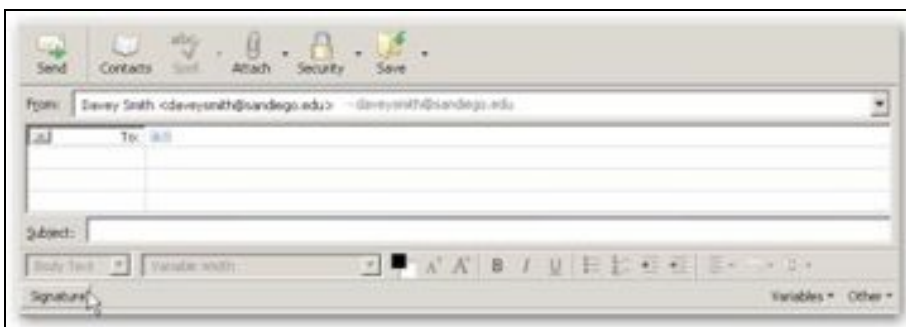


13. Click **Save** and **Close**.

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.

