Creating a Signature for Thunderbird E-Mail

The following will guide you to creating a signature that will appear at the bottom of each E-Mail you send.

1. Open Thunderbird E-Mail, and 'Write' a new E-Mail. In the body of the E-Mail, write your signature how you want it to look.

2. Select 'Save' → 'File'. Browse to your H:/ drive and save the file name as 'signature' and the file type as HTML. Close the message window and select 'Don't Save'.
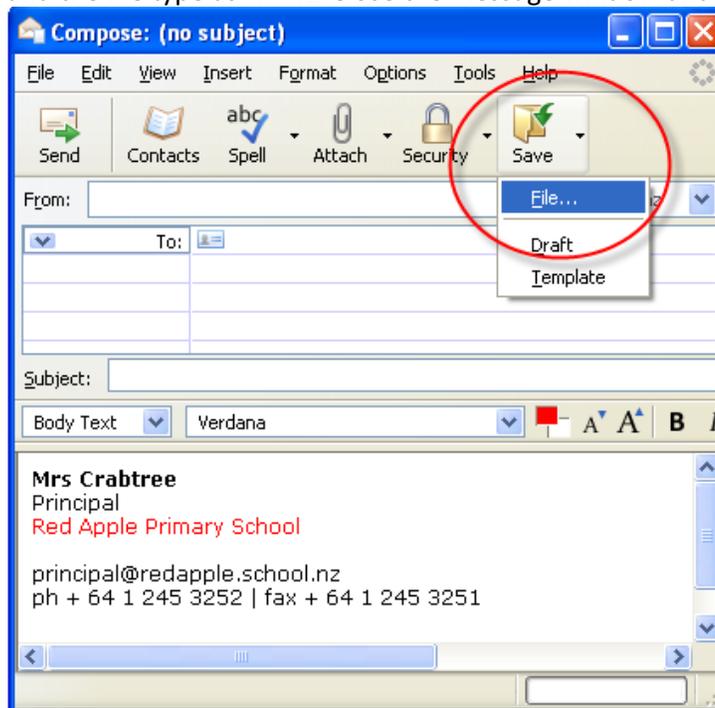
3. Select 'Tools' → 'Accounts'. Click on the very top option which will be yourusername@yourschool.school.nz

4. On the right hand side menu, select 'Choose...'. Browse to your signature.html file and select 'Open'. Select 'OK' in Account Settings.
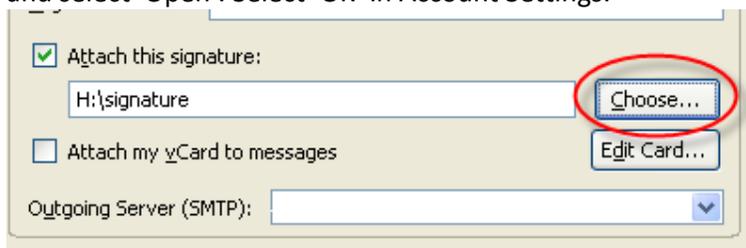
5. When you write a message, your signature will be included at the bottom.