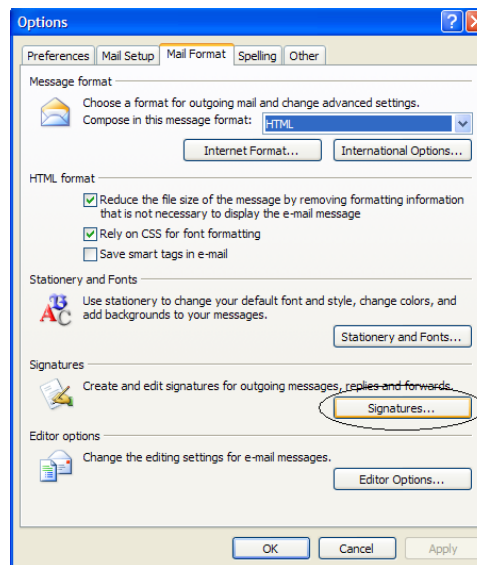


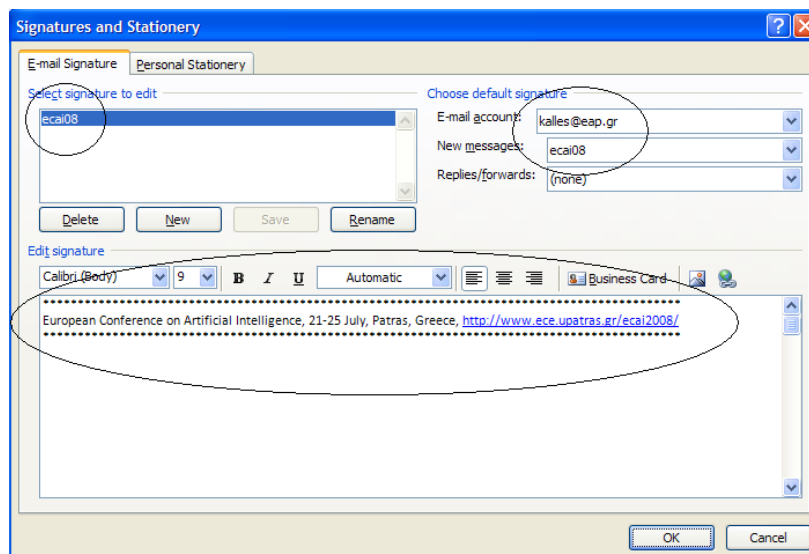
Signing your Email with an ECAI-08 message

Signing your emails with an ECAI-08 message will increase the visibility of the conference and its events. This kit shows how you can support ECAI-08 with only a couple of minutes work.

In Microsoft Outlook 2007 (and MS Outlook 2003) you can create a signature to accompany each new mail you send out. Signatures are available through **Tools > Options > Mail Format**.



When at the Signatures are, you can create a signature or edit an existing one (for example, *ecai08*, see top left circle at figure below), associate it with an Email account (top right) and then edit its text to your taste (including hypelinks).



Outlook Express has a similar (simpler) mechanism to create Email signatures.