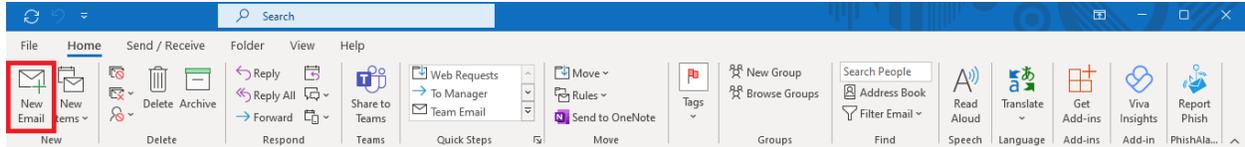# Using Multiple Signatures
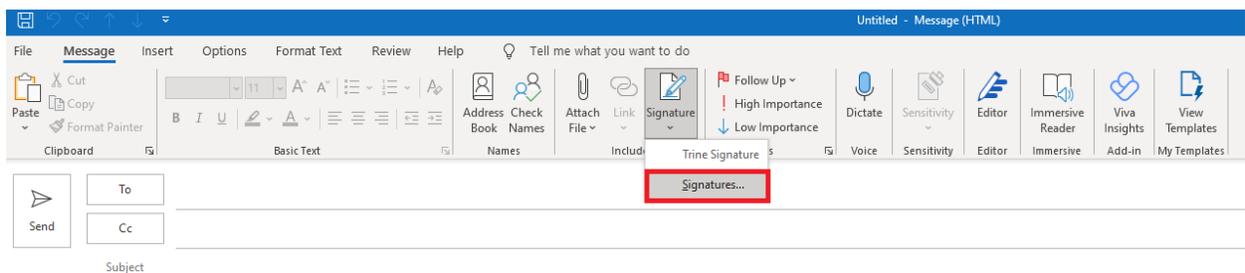
Step 1: Click on the "New Email" button.
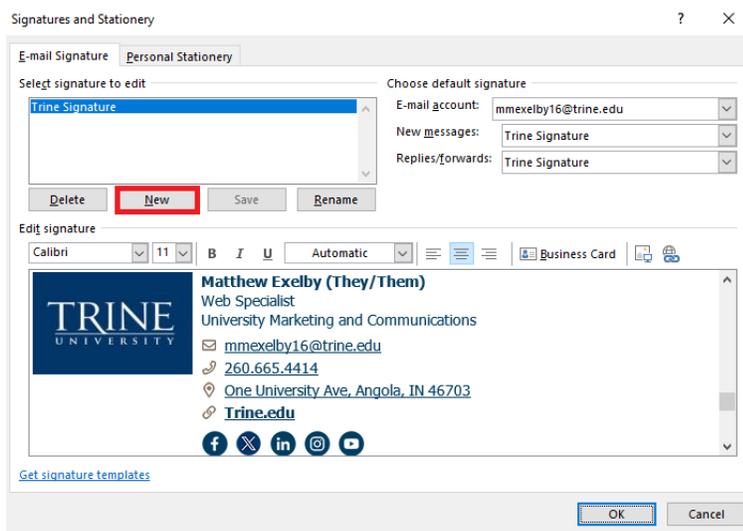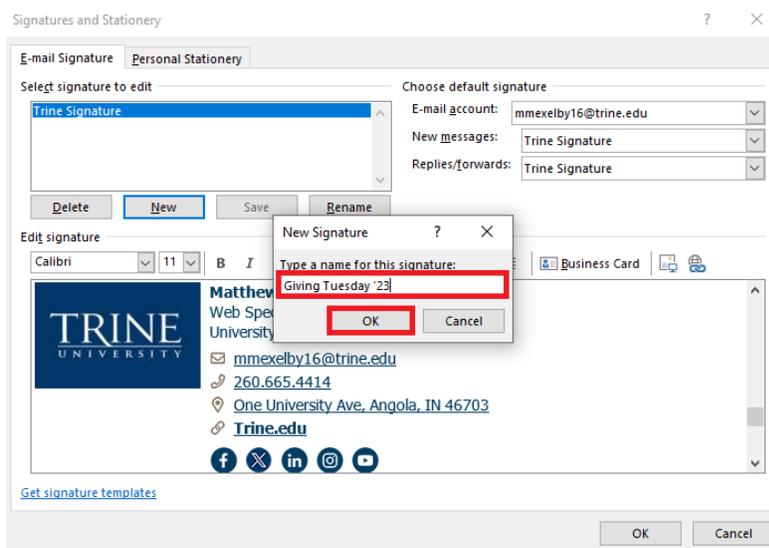

Step 2: Click on the "Signature" button.

Step 3: Click on the "Signatures…" button in the drop-down menu.

Step 4: Click on the "New" button in the newly opened window.

Step 5: Enter a name for your new signature in the newly opened window then click the "OK" button.

Step 6: After making your new signature with the generator, paste (Ctrl+V on your keyboard) your signature into the large, empty box at the bottom then click the "Save" button. You will see a preview of your signature in the box after pasting.
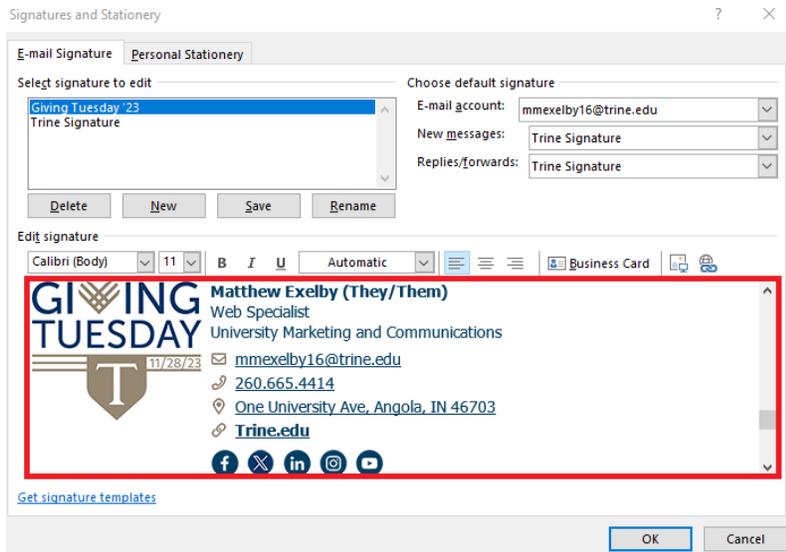
Step 7 (Optional): You can select which signature will automatically be added to new messages and/or replies/forwards from the drop-down menus on the right.
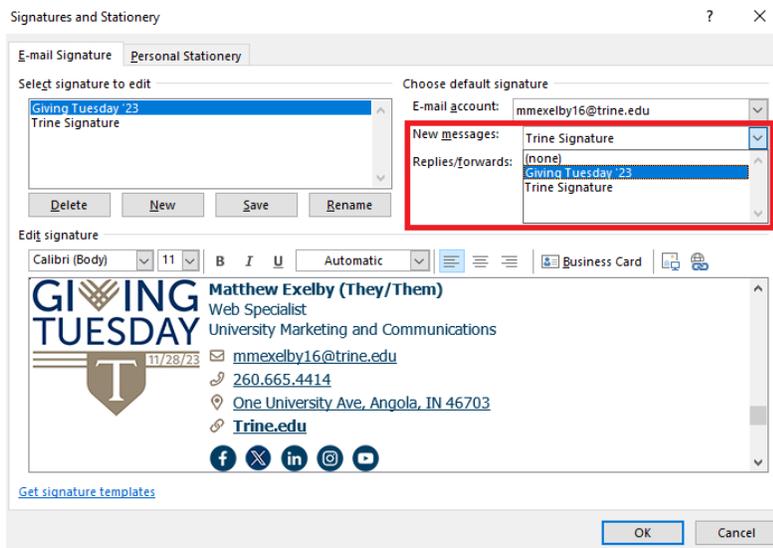
Step 8: Click the "OK" button to save your settings and close the window.
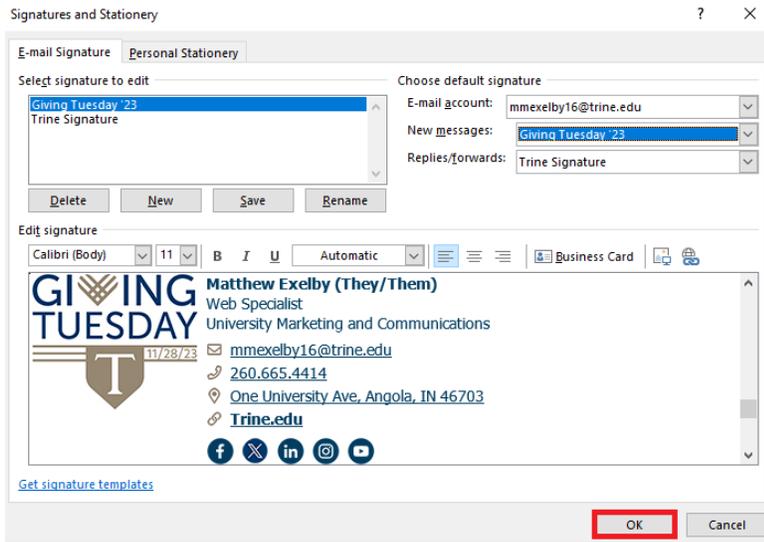
You can now close the new email you opened. If you set the signature to be automatically added, it will be added when you either make a new email or reply/forward to an email depending on your settings (Step 8).

Step 9 (Optional): To manually add your signature click on the name of the signature you want to use from the "Signatures" drop down.