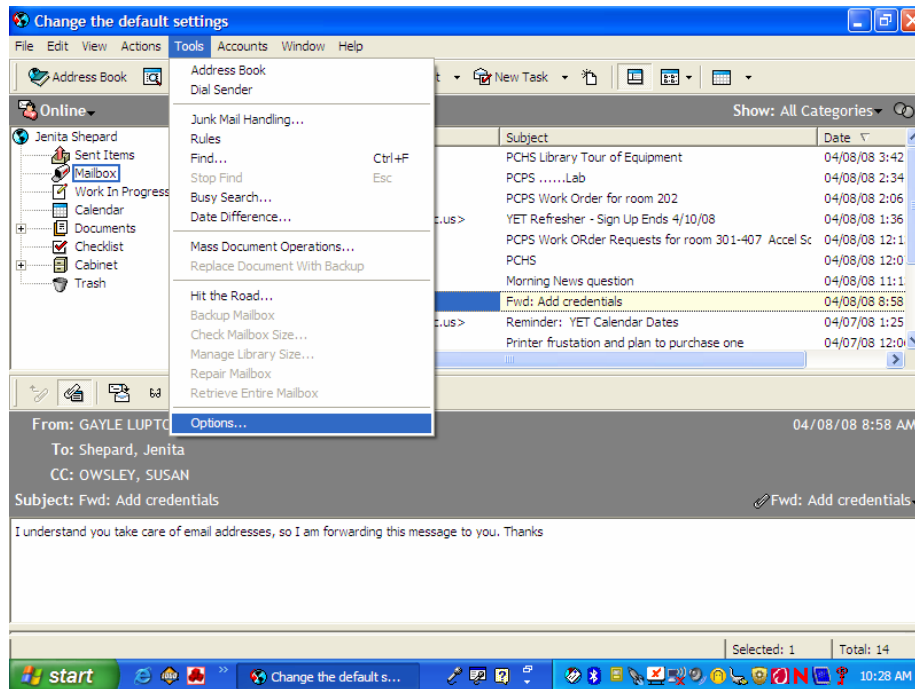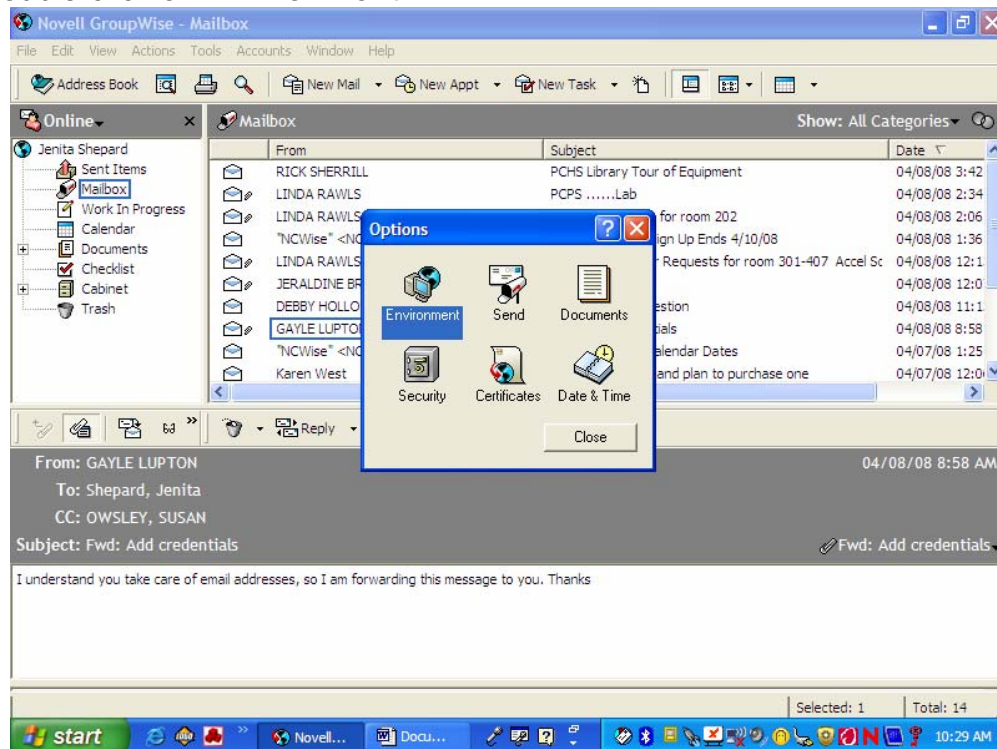# Creating or Changing Your Signature in GroupWise
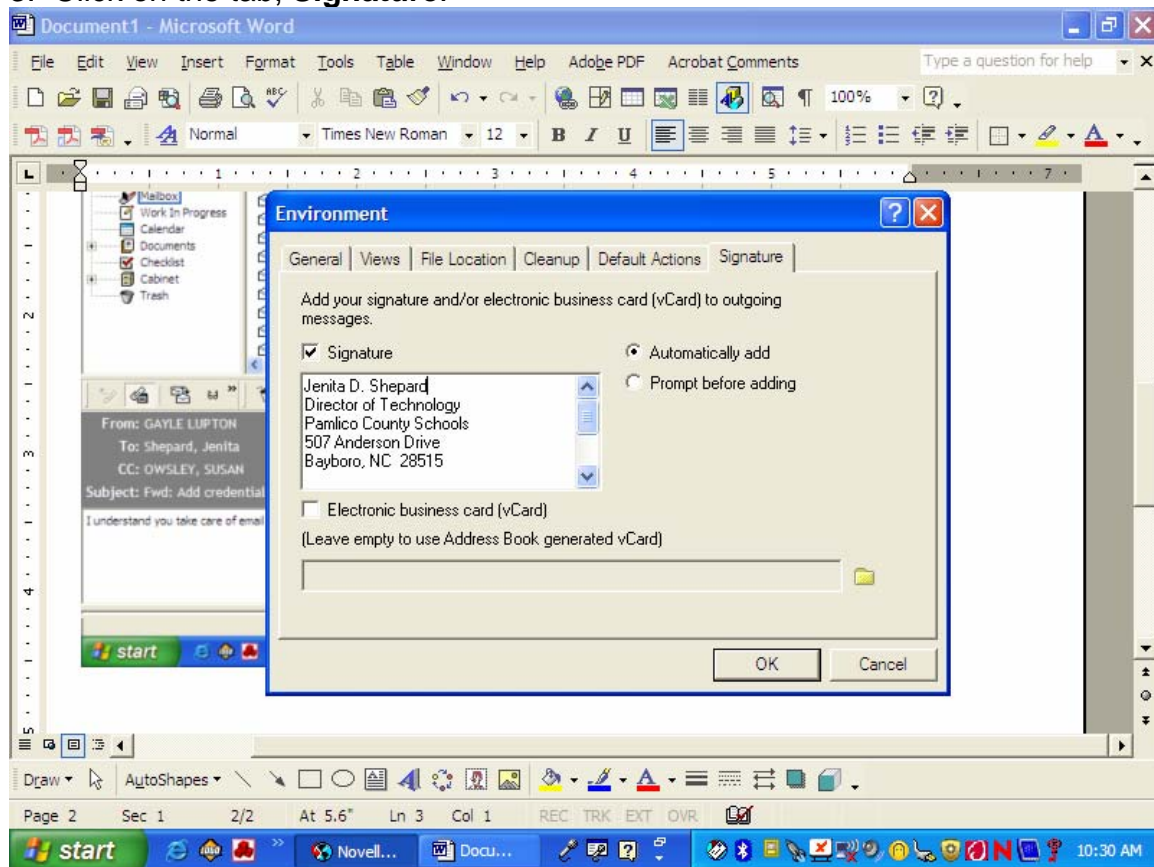
1. In GroupWise, go to **Tools, Options**.

2. Double-click on **Environment.**

3. Click on the tab, **Signature**.

4. In the **Signature** box, add your credentials to your name to change your signature. Click **OK**.