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On the Mail page, in the Compose messages section, do either of the following: ?To display the E-mail Signature tab, click the Signatures button. ?To display the Personal Stationery tab, click the Stationery and Fonts button. To change the default font for outgoing messages 1.

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In Mail, select Home. In the Quick Steps group, in the Quick Steps gallery, select the

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Create New Quick Step. In the Name box, type a name for the new Quick Step. Select the icon button next to the Name box, select an icon, and then select OK.

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