

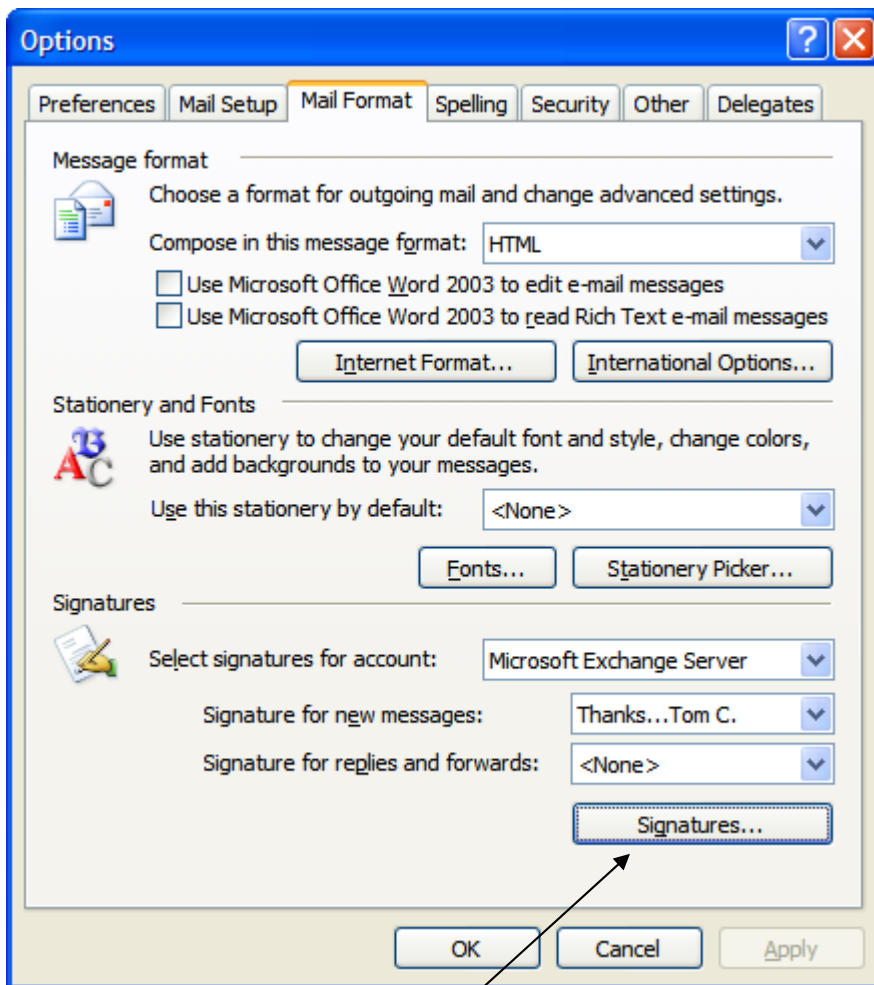


Outlook – Email Signatures (Automatic Footers in Messages)

Step 1

While *not* in an e-mail, click the TOOLS/OPTIONS menu. Then click the MAIL FORMAT tab.

You should see this screen:



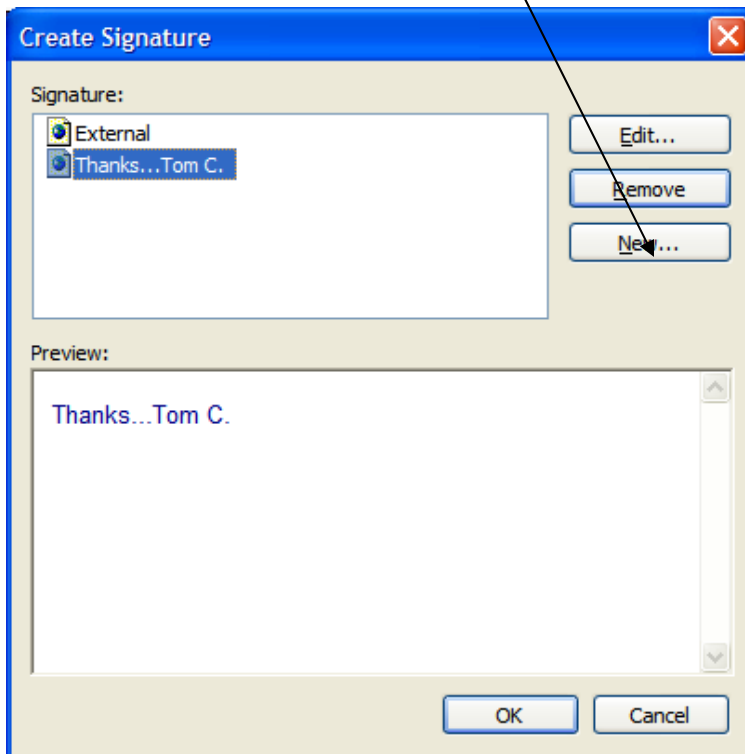
Step 2

Click the signatures button



Step 3

The window below appears. Click NEW





Step 4

Name your signature (footer) whatever you'd like it to be. Leave the "Start with blank signature" button selected. Click NEXT.

Create New Signature

1. Enter a name for your new signature:
New Signature

2. Choose how to create your signature:

- Start with a blank signature
- Use this existing signature as a template:
Thanks...Tom C.
- Use this file as a template:
Browse...

Next > Cancel



Step 5

Enter the text you wish to appear; click FINISH when done.

(Optional step: If you want to format the text, highlight it and click the font button. Make your selections and click OK to get back to this screen)

Edit Signature - [New Signature]

Signature text
This text will be included in outgoing mail messages:

Tom Cook
123 AnyStreet
Blah, Blah...etc, etc.

Font... Paragraph... Clear Advanced Edit...

vCard options
Attach this business card (vCard) to this signature:
<None>

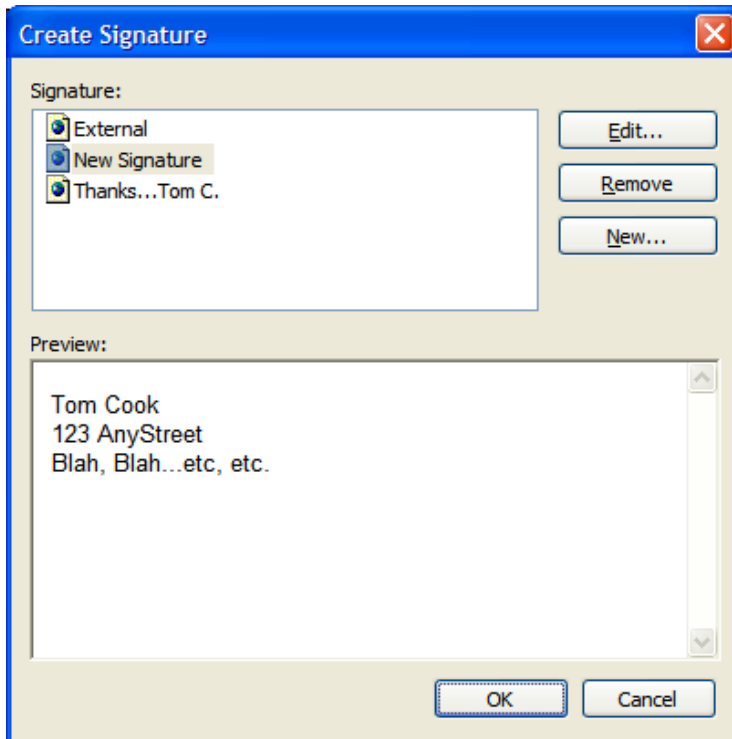
New vCard from Contact...

Finish Cancel



Step 6.

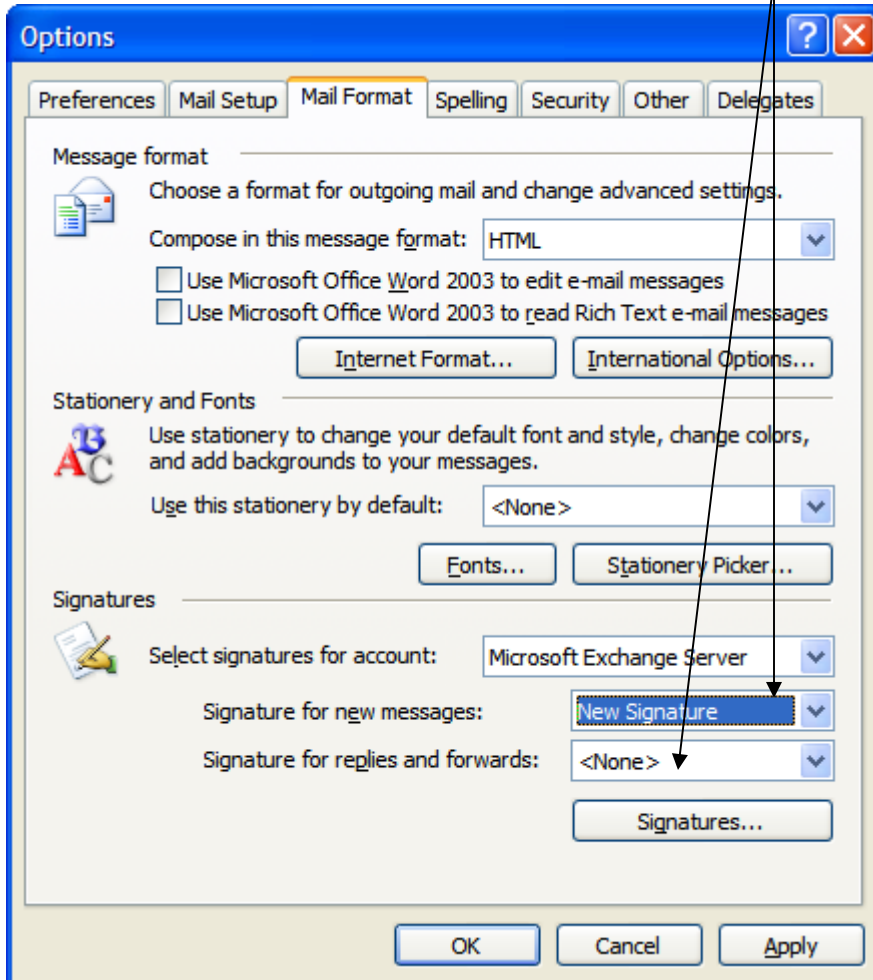
Your new signature now appears in this screen. Click OK.





Step 7.

We're now back to the MAIL FORMAT tab. Select, via the drop-down boxes, the signature you created the type of e-mails for which you'd like it used. Click APPLY/OK when done.





Step 8.

Create a new e-mail message and you're signature (footer) should automatically appear:

