



Creating an Email Signature

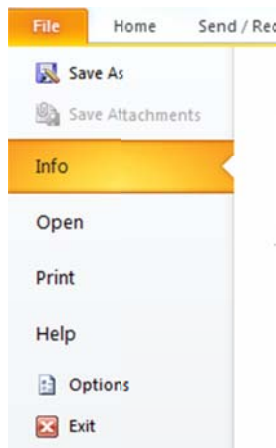
An email signature is text located at the end of an email. The signature usually includes your name, additional text, and/or graphics. For example, a signature could contain name, title, and additional contact information.

You can also create an alternate signature that contains different text.

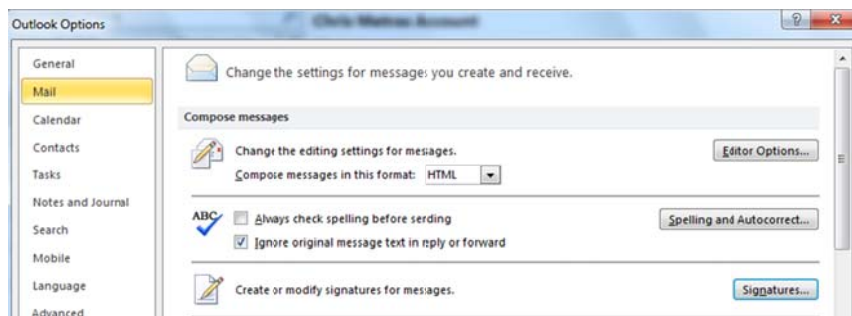
You can also create a message that will act as a standard response to anyone's email by creating a message in the Signature text box. When writing an email, just choose that signature, modifying the text as necessary.

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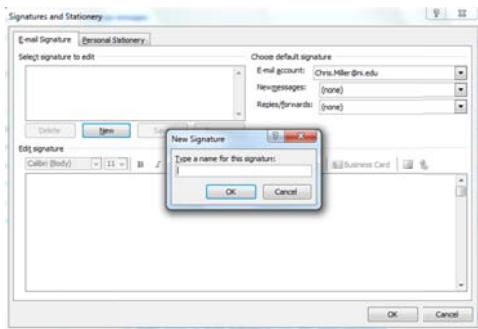
1. In Outlook, choose the **Tools** tab and then **Options**.



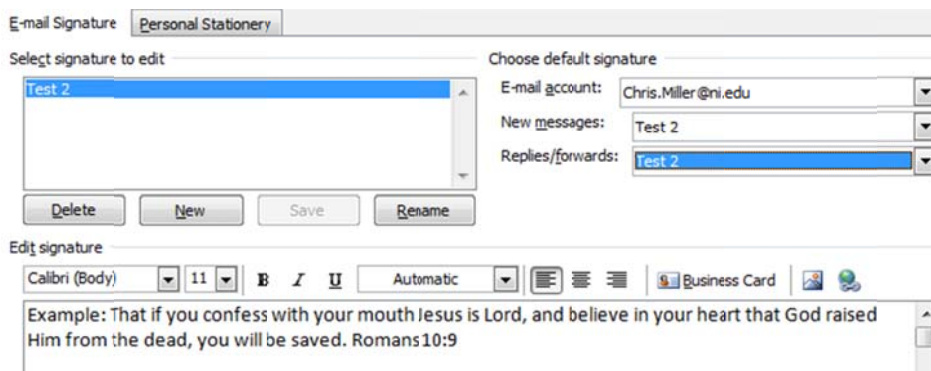
2. Choose the **Mail Format** tab and then select the **Signatures...** button.



3. In the **Email Signatures** tab, select **New**.



4. Type in a descriptive name that you want to assign to this signature. (This is very important when you have multiples signatures).
5. Then in the **Edit signature** box, enter the information exactly as you wish to have it shown for your email signature.



6. If you have multiple email accounts, please ensure the correct account is selected
 - o Choose whether your signature is displayed for “New Messages” or “Replies/Forwards”.
 - o Verify all formatting, etc. is satisfactory.
7. Click **OK**.

*To apply a newly created signature in your email, click the Signature icon, choose from the drop down menu, or create a new one. When the email is completed, click **Send** as usual.*