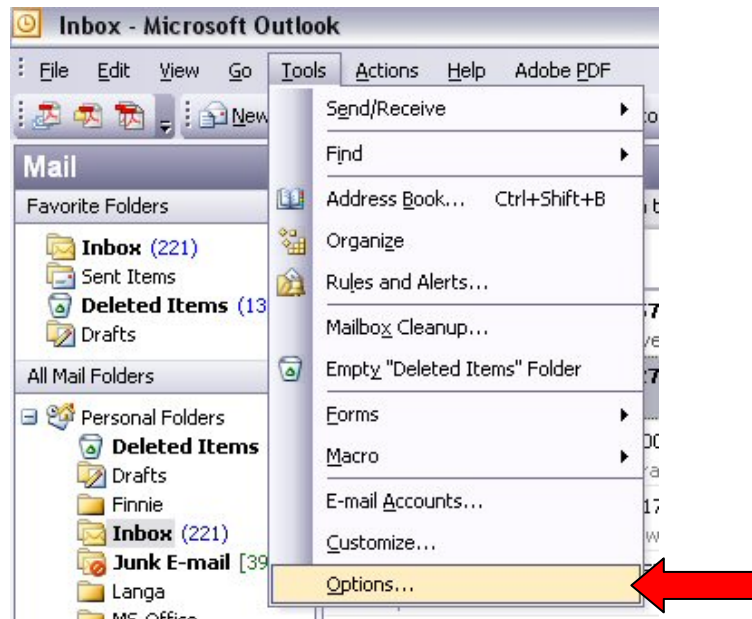
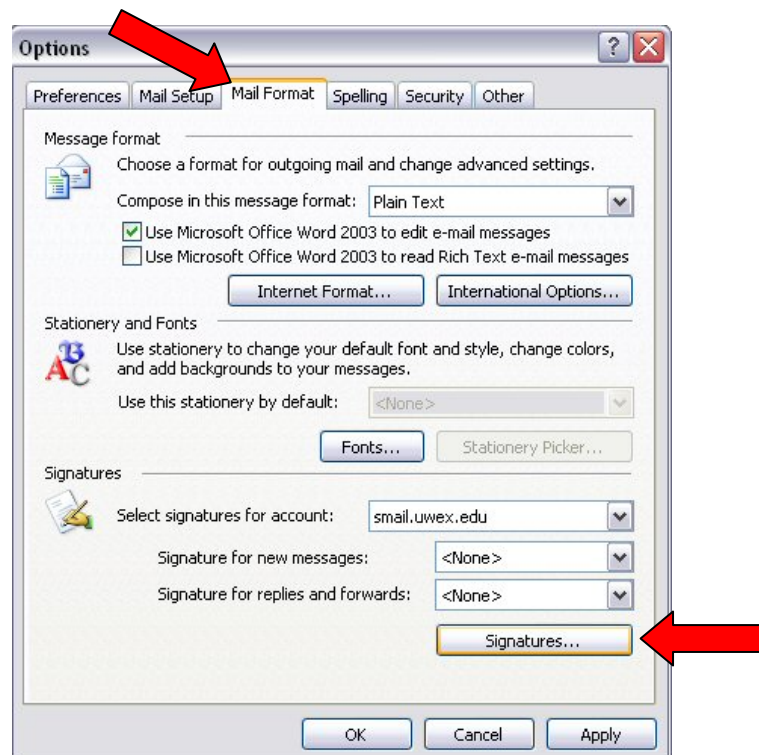


Outlook 2003: Creating and Using Signatures

1. In Outlook 2003, you can create a “signature” with your name and contact information to appear at the bottom of each email message you compose. To create a signature, click **Tools** on the menu bar and then click **Options** in the drop-down menu.



2. Click the **Mail Format** tab. Then click the **Signatures** button.



3. Click the **New** button to create a new signature.



4. In the box under Enter a name for your new signature, **type a name** for the signature. Then click the **Next** button.

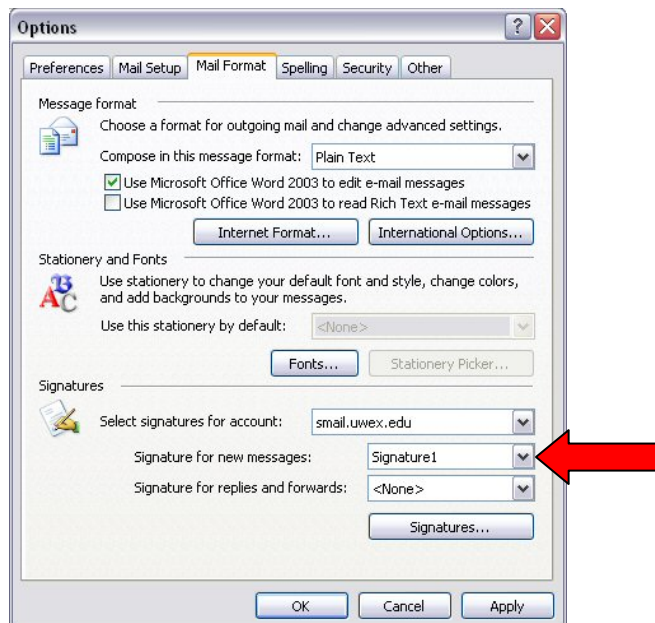


5. In the signature text box, type whatever you want in your signature. Use **Shift-Enter** to create a line break. If you use Enter to create line breaks, your signature will appear double-spaced in many email programs.

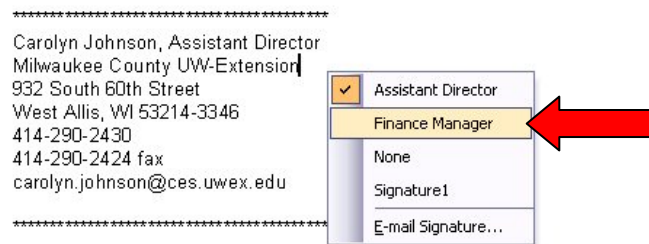
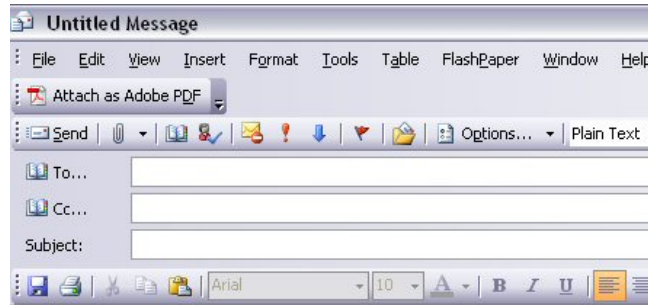
*Note: To change the font for your signature, click **Advanced Edit**. If your default mail format is HTML, Word will open as the editing program. If your default mail format is Plain Text, Notepad will open as the editing program. Both Word and Notepad will allow you to change the font. If you want to be sure that your readers can view the font, choose a common one such as Arial or Times New Roman.*



6. When you are done creating the signature, click the **Finish** button. Click the **OK** button.
7. To set a default signature, click the **down arrow** next to *Signature for new messages*. Click to **highlight the signature** that you want to select. You may also select a signature for replies and forwards. Sometimes signatures are placed in awkward spots in replies and forwards so leaving this set to none might be best. Click the **OK** button.



8. You can create different signatures for use in different types of email. If you are using **Word** as the editor for your email (this is the default arrangement), you can select a different signature by **right-clicking on the signature** in a new message. In the menu that pops up, left-click to **select the signature** that you want to use.



9. If you have turned off Word as the editor and are just using **Outlook's editor**, you can select a different signature by clicking **Insert** on the menu bar. Then click **Signature** in the drop-down menu and click to **select the signature** that you want to use. Both the new and old signatures will now appear in the message. To get rid of the old signature, highlight it and press the Delete button on your keyboard.

