

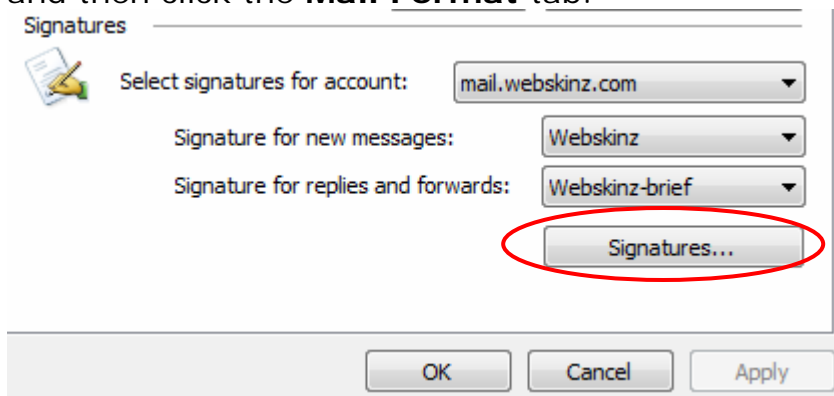


How to Create a Signature On your EMAILS in Microsoft OUTLOOK

Creating a signature in Microsoft Outlook is relatively simple, but can be elaborate if you are willing to experiment a bit. If you are using Outlook 2003 (I expect these directions are not too far off in the new OUTLOOK 2007) just follow these directions to get started.

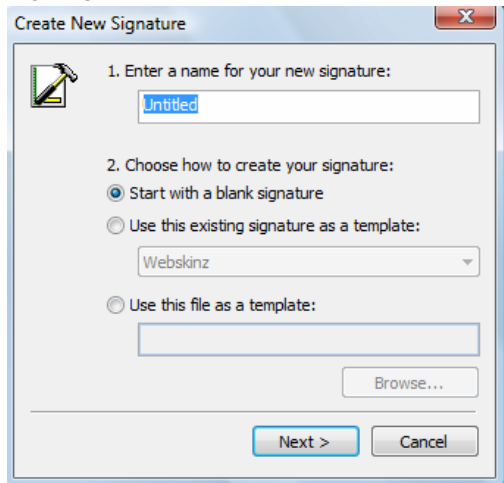
Simple Signature Page:

1. From the main Microsoft Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.

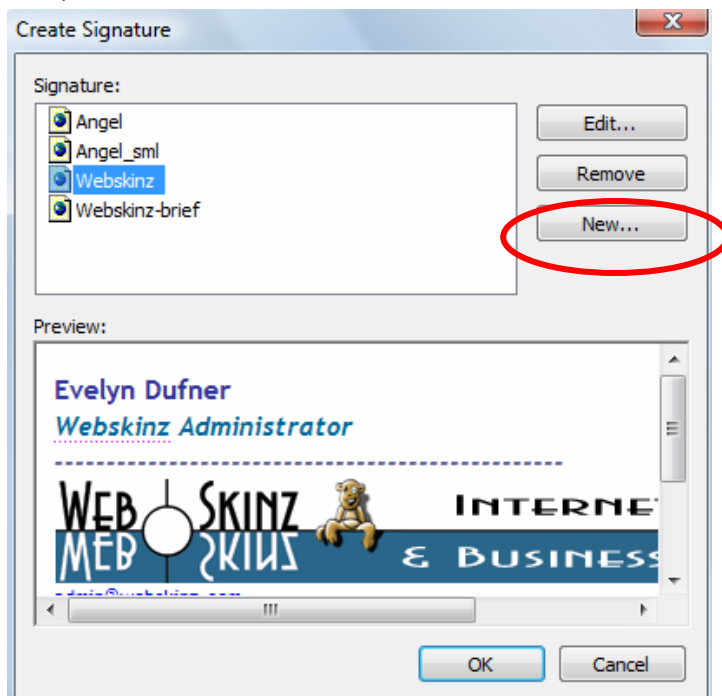


2. Under **Signature**, click **Signatures**, and then click **New**.

3. In the **Enter a name for your new signature** box, enter a name.



4. Under **Choose how to create your signature**, select the option you want.





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5. You can choose to start with a blank, use a signature you have as a starting point for a new one, or create a signature in WORD then point to that file. Click **Next**.

Note: Starting from WORD to create your document allows you to generate colors, change font sizes (be careful with fancy fonts – they won't work on other systems unless the end-user has the font installed on their machine)

6. In the **Signature text** box (provided you started from a blank one), type the text you want to include in the signature.

Note: You can also paste text to this box from another document.

7. To change the paragraph or font format, select the text, click **Font** or **Paragraph**, and then select the options you want. These options are not available if you use plain text as your message format.

8. To add an electronic business card— vCard— to the signature, under **vCard options**, select a vCard from the list, or click **New vCard from Contact**.

Note: this is not recommended as it will add your v-card as an attachment to EVERY EMAIL you send.

9. Click **Finish** when you are done editing the new signature

10. Select what signatures you want for each account, as you can create multiples. I have a main one for NEW messages, and a secondary shortened one for REPLIES or FORWARDS.

Signatures

Select signatures for account: mail.webskinz.com

Signature for new messages: Webskinz

Signature for replies and forwards: Webskinz-brief

Signatures...

OK Cancel Apply