

E-mail: Signatures Overview

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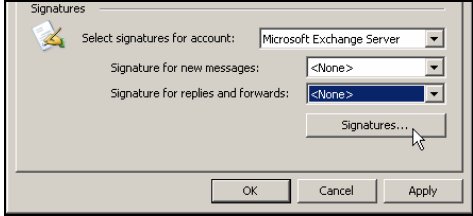
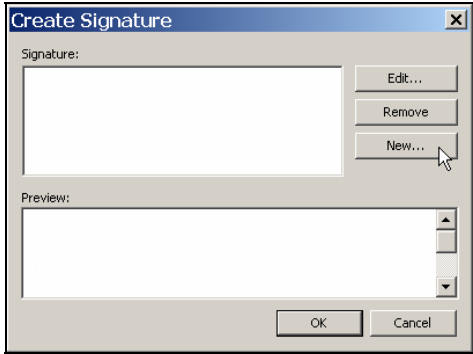
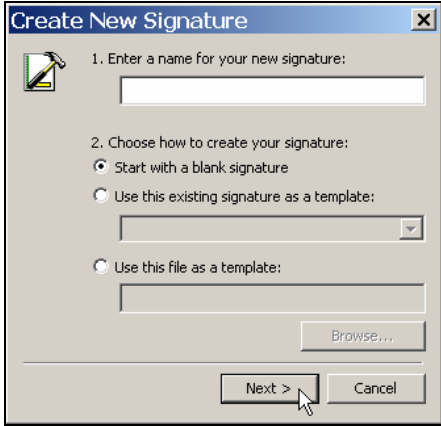
Outlook 2003 Client

About

- An electronic signature can be added automatically at the end of mail messages.
 - You can create multiple signatures.
 - Although signatures can include both text and images, use caution when including images as they may be received as separate attachments in some email systems.
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Signatures: Creating Signatures


Adding a new signature from scratch

Step	Action
1	<p>From the main toolbar, click Tools >> Options.</p> <p><i>Result:</i> The Options screen will appear.</p>
2	<p>Click the Mail Format tab. The signature section is at the bottom of the page. Click on the Signatures button at the bottom of the screen.</p>  <p><i>Result:</i> The Create Signature screen will appear.</p> 
3	<p>Click the New... button.</p> <p><i>Result:</i> The Create New Signature screen will appear.</p> 

Continued on next page

Signatures: Creating Signatures, Continued

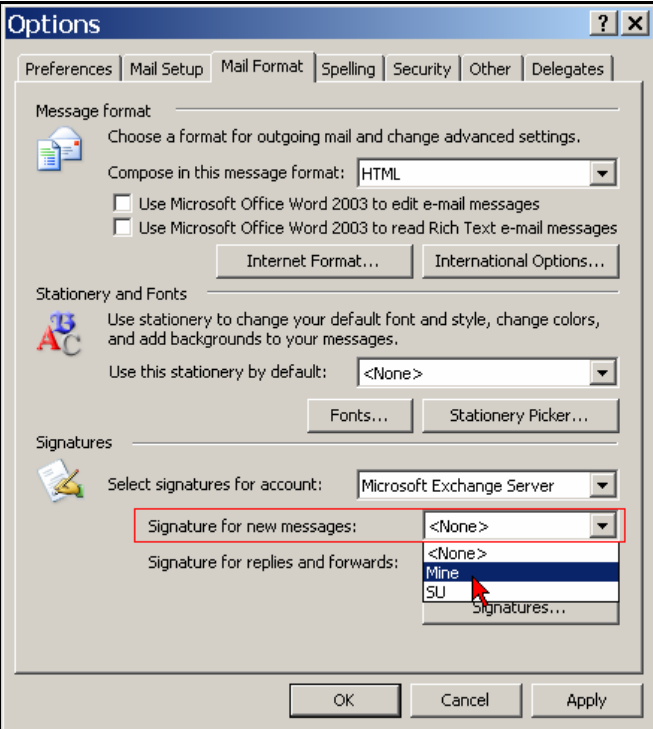
Adding a new signature from scratch (continued)

Step	Action
4	<ul style="list-style-type: none"> • Enter the signature in the Enter a name for your new signature: field. • Click the Start with blank signature radio button • Click the Next button <p><i>Note:</i> You may also create a new signature using an existing signature or using a file template.</p> <p><i>Result:</i> The Edit Signature screen will appear.</p> 
5	<p>Type in your signature as desired in the text box available.</p> <p>Important: To ensure proper spacing for all message types, hold the Shift key down while you hit the Enter key to go to the next line.</p>
6	<p>Additional options available:</p> <p>Font... Allows you to apply Font properties to the signature. To use, highlight the text and click the Font button.</p> <p>Paragraph Adjusts alignment and adds bullets.</p> <p>... To use, highlight the text and click the Paragraph button.</p> <p>Clear Deletes all the signature text.</p> <p>Advanced Edit... Launches your default text editor. May cause unexpected results. Use carefully.</p>
7	<p>When complete, click the Finish button at the bottom of the screen.</p> <p><i>Result:</i> The new signature will appear in the Edit Signature screen.</p>
8	<p>Click the OK button on the pop-up screens to close them.</p>

Signatures: Automatically Inserting Signatures

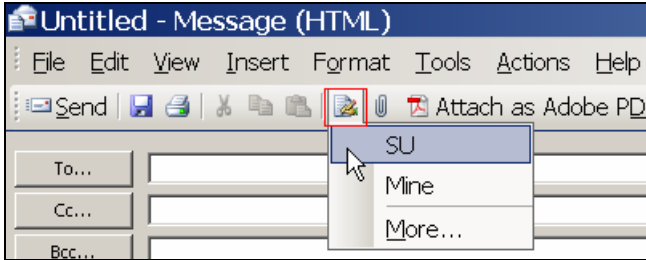
Inserting a Signature automatically

Signatures can be added automatically to new mail messages or when replying/forwarding received mail messages.

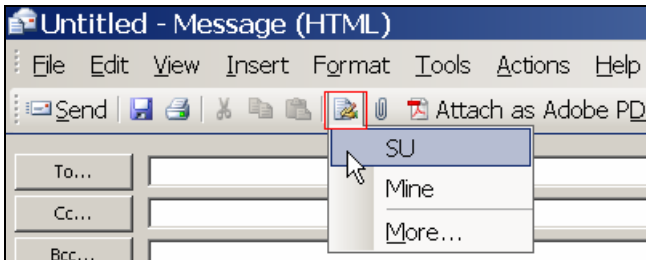
Step	Action						
1	<p>From the main toolbar, click Tools >> Options.</p> <p><i>Result:</i> The Options screen will appear.</p>						
2	<p>Click the Mail Format tab. The signature section is at the bottom of the page.</p>						
3	 <table border="1" data-bbox="553 1419 1398 1703"> <thead> <tr> <th data-bbox="553 1419 873 1455">If you wish to...</th> <th data-bbox="873 1419 1398 1455">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1455 873 1564">Add a signature to all new messages</td> <td data-bbox="873 1455 1398 1564">Choose a signature from the drop-down list next to Signature for new messages:</td> </tr> <tr> <td data-bbox="553 1564 873 1703">Add a signature to all replies and forwards</td> <td data-bbox="873 1564 1398 1703">Choose a signature from the drop-down list next to the Signature for replies and forwards:</td> </tr> </tbody> </table>	If you wish to...	Then...	Add a signature to all new messages	Choose a signature from the drop-down list next to Signature for new messages :	Add a signature to all replies and forwards	Choose a signature from the drop-down list next to the Signature for replies and forwards :
If you wish to...	Then...						
Add a signature to all new messages	Choose a signature from the drop-down list next to Signature for new messages :						
Add a signature to all replies and forwards	Choose a signature from the drop-down list next to the Signature for replies and forwards :						
4	<p>Click the OK button.</p>						

Signatures: Adding or changing a signature in a message

Adding a signature to a message using Outlook editor

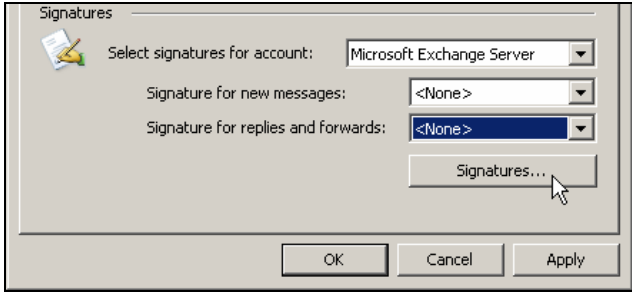
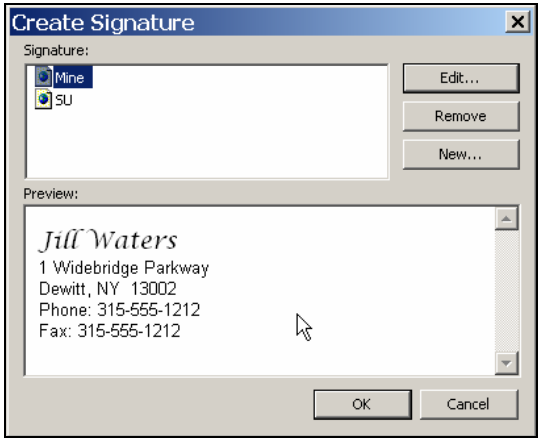
Step	Action
1	<p>In a new mail message, position your cursor at the point where you want a signature and click the signature icon on the e-mail editor toolbar.</p>  <p><i>Result:</i> The list of your signatures will appear.</p>
2	Choose on the signature you wish to use.

Removing one signature and replacing it with another using Outlook editor

Step	Action
1	To remove the default signature and substitute another one, highlight the signature and hit the Delete key.
2	<p>Position your cursor at the point where you want a signature and click the signature icon on the e-mail editor toolbar.</p>  <p><i>Result:</i> The list of your signatures will appear.</p>
3	Choose on the signature you wish to use.

Signatures: Editing

Editing Signatures

Step	Action
1	<p>From the main toolbar, click Tools >> Options.</p> <p><i>Result:</i> The Options screen will appear.</p>
2	<p>Click the Mail Format tab. The signature section is at the bottom of the page. Click on the Signatures button at the bottom of the screen.</p>  <p><i>Result:</i> The Create Signature screen will appear with available signatures listed.</p> 
3	<ul style="list-style-type: none"> • Click on the signature to edit to select it. • Click the Edit... button. <p><i>Result:</i> The Edit Signature screen will pop-up.</p>
4	<p>Make all desired edits.</p>
5	<p>When done:</p> <ul style="list-style-type: none"> • Click the OK button on the Edit Signature screen. • Click the OK button on the remaining pop-up screens to close them.