

Creating a Signature in Outlook 2003

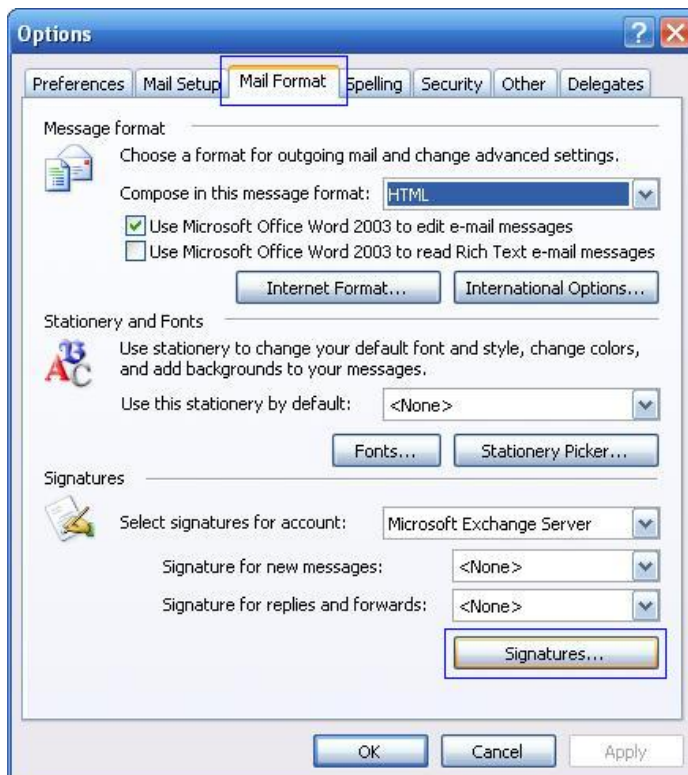
Avoid typing your name and contact information in each message; Outlook can add it for you. You may choose between automatic and manual signatures, and you may have multiple signatures which can be tailored to different categories of recipients.

Note: Signatures are stored on the local computer, not on the server. If you use Outlook on multiple computers or use Outlook Web Access, you will have to create your profile on each machine that you use.

- 1) Open Outlook's **Tools** menu and choose **Options**.



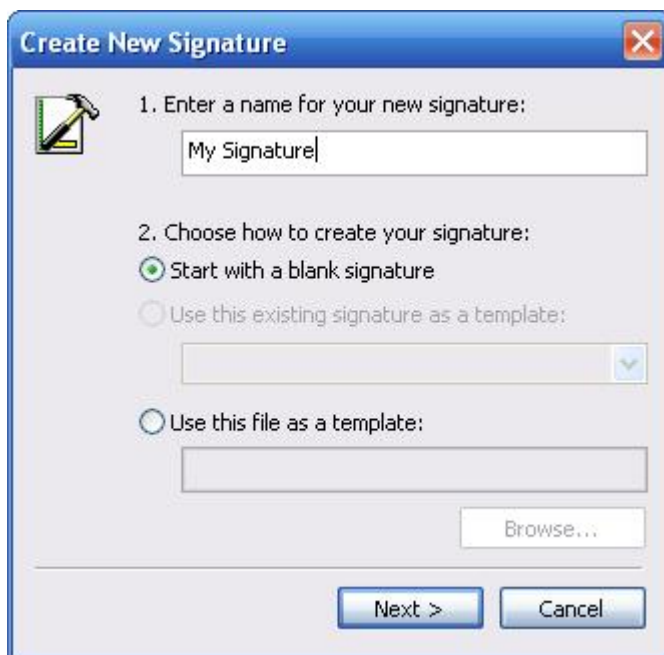
- 2) Choose the **Mail Format** tab and click the **Signatures** button.



- 3) Click the **New** button.



- 4) Type a name for the new signature and choose a starting point. To start from scratch, select "Start with a blank signature." You can also modify a copy of an existing signature. In this case, select "Use this existing signature". Click "Next".



- 5) On the next screen, enter your information.
 - **Do not use the Advanced Edit button.**
 - If you use plain text messages, just type.
 - If you use HTML messages, formatting buttons are available to change the font, etc..



- 6) Click the **Finish** button.
- 7) Click **OK**. You should still be on the **Mail Format** tab.
- 8) Outlook 2003 has an improved feature. Before choosing a signature, you may select an account if you have multiple accounts set up. Specify the default signature behavior in two places, for new messages and for replies and forwards.
 - Select a signature from either drop down list. This will cause **automatic insertion**.
 - Choose None if you prefer to **manually insert** your signature as the need arises.