

QUICK REFERENCE GUIDE

Creating Signature Files In Microsoft Outlook 2007

Overview

A **signature** consists of personalized text and/or pictures that can be added to the end of an outgoing message. For example, you can create a KCC-specific signature that includes your job title, department, and phone number. You can also create multiple signatures and designate the most frequently used signature as your **default signature**. When you compose a message, the default signature is inserted at the end of the message. You create a signature by using the Signatures and Stationery dialog box, shown here.

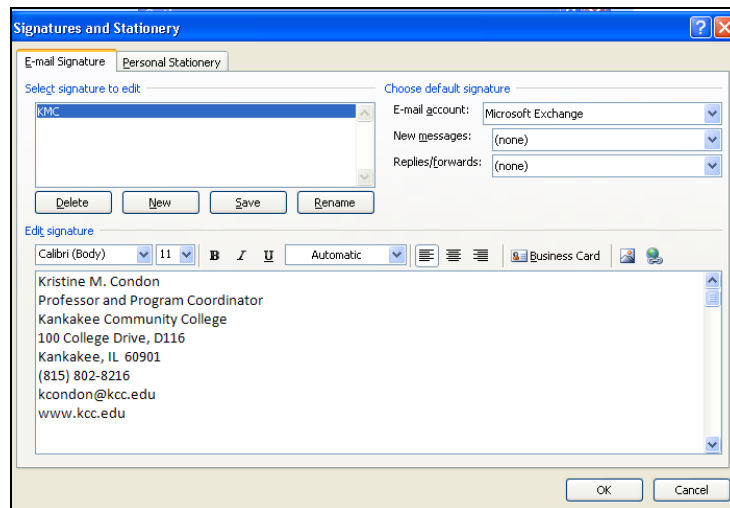



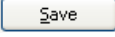
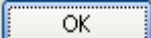
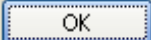


Figure 1: Signatures and Stationery Dialog Box

Creating a Signature File

Use the procedure here to create a signature file.

1. From the Outlook main window, click on the **Tools** Menu.
2. From the **Tools** Menu, click on **Options**. . . . The Options Dialog Box appears.
3. From the Options Dialog box, click on the **Mail Format** tab.

4. From the Mail Format tab, click the  button. The Signatures and Stationery Dialog Box appears.
5. Click the  button to open the New Signature Dialog Box.
6. Enter a name for your signature file and click the  button.
7. In the Edit Signature area, enter and format your signature. Click the  button to save the signature.
8. To create additional signatures, repeat Steps 6 and 7.
9. From the **New Messages** list box at the top right of the dialog box, select the signature you want to use on all new messages you create.
10. From the **Replies/Forwards** list box at the top right of the dialog box, select the signature you want to use on all new messages to which you reply or which you forward on to others.
11. Click the  button to return to the Options Dialog Box.
12. Click the  button to close the Options Dialog Box.ⁱ

If you have any questions about Microsoft Outlook 2007 or how to log in, please call the ITS Help Desk at extension 8900.

ⁱ (Axzo Press, 2007). Outlook 2007: Intermediate. (p. 2-10). Minster, OH: Author.