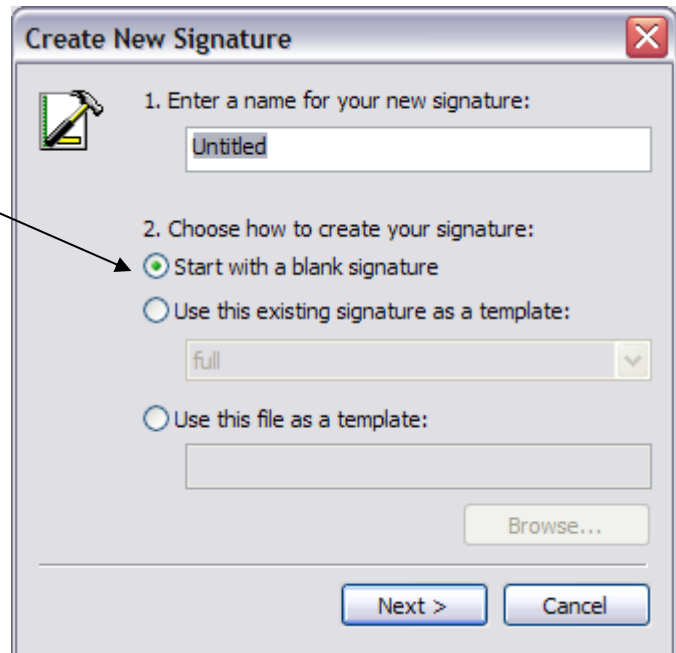


## CREATING AND ADDING YOUR SIGNATURE TO EMAILS.

You might want to create two signatures – one for new messages and another for replies and forwards. I have one with all my info (so those new to the district or outside the district know who I am and what I do) and another that just says “~Maureen” for replies and forwards – more personal. Name your signature in #7 so that you’ll know which is which.

### Step 1 - Creating a Signature in Outlook

1. **Open** Outlook
2. In the **Tools** menu, select **Options**.
3. Click the **Mail Format** tab.
4. Notice the window is divided into 3 sections: Message Format, Stationary and Fonts, and Signature.
5. In the Signature section, click **Signatures** (might be called Signature Picker).
6. In the Create Signature window, click **New**.
7. **Name** your signature and select **Start with a new blank signature**.
8. Click **Next**.
9. In the Edit Signature window, **type** the information that you’d like added to your email.
10. **Change** the font, style, color, etc. just as you would in Word.
11. Click **Finish**.



### Step 2 - Adding a Signature to your Email

1. In **Outlook**, click on the **Tools** menu and select **Options**. Click the **Mail Format** tab.
2. In the Signature section, **click** the drop-down arrow after “Signature for new message” and then **select** your new signature.
3. Repeat Step 2 for “Signature for replies and forwards”.
4. Click **OK**.