

Creating a Signature in Outlook

The steps below will guide you through editing your signature block **OR** creating a new signature block in Outlook Client.

First follow Steps 1-3 below.

1. From the Menu bar in Outlook, click on **Tools**.
2. Scroll down the drop-down list and select **Options**.
3. When the Options page opens, click once on the **Mail Format** tab (see Figure 1 below).

Editing Your Signature Block

1. When editing your signature block, please be sure that under the **Message format** section of the Options screen that the **Compose in this message format** is set to HTML. If it is not, click on the down arrow and select **HTML**.
2. Under the Signatures section of the screen, click on the **Signatures** box (see Figure 1 below).

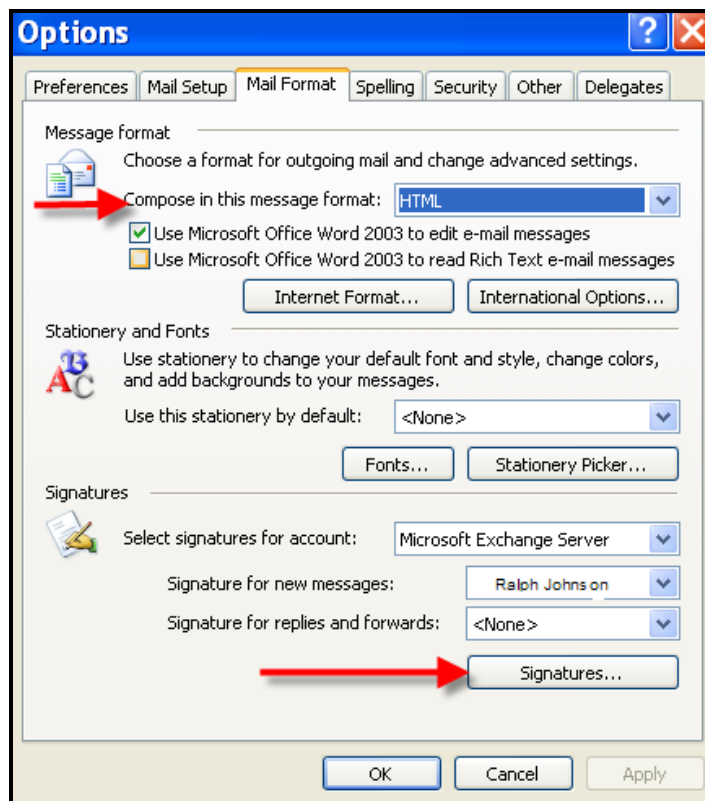


Figure 1

3. The Create Signature screen will appear. Click once on the **Edit** button located on the right-hand side of the screen (see Figure 2 below).

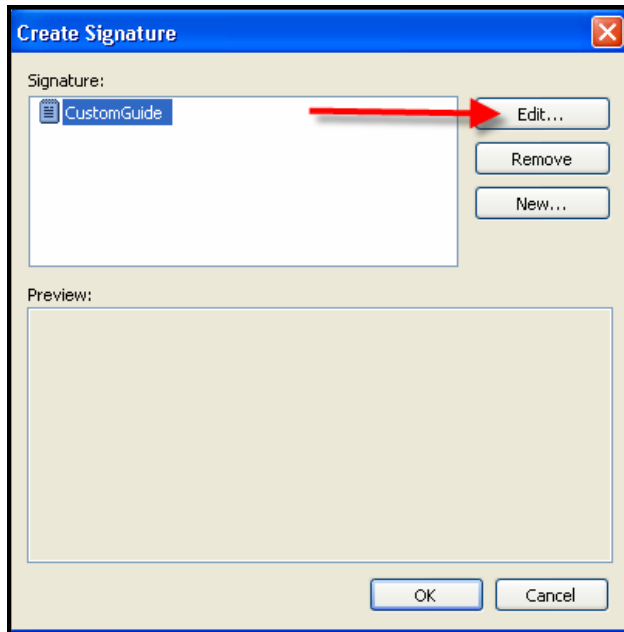


Figure 2

4. The Edit Signature screen will appear (see Figure 3 below). Edit your signature under the section entitled **Signature text**.

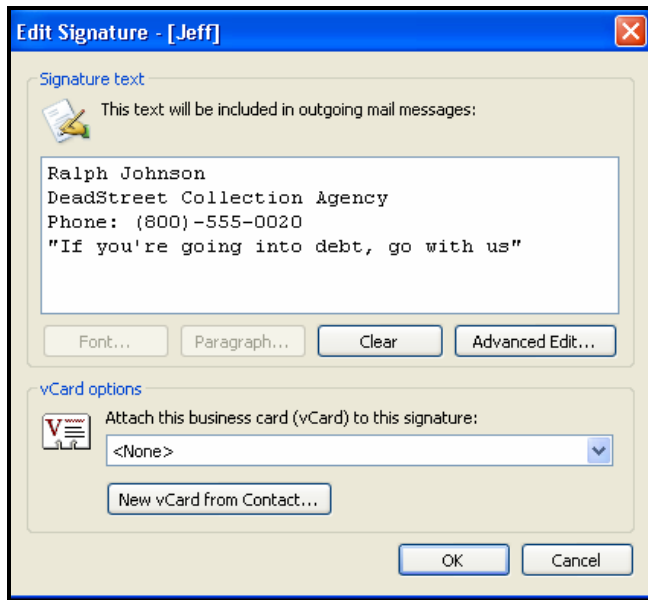


Figure 3

5. After you have finished creating your signature, click on **OK, OK, OK**. Now when you send an email, your new signature block should appear.

Creating a New Signature Block

1. When creating a new signature block in Outlook, please be sure that under the **Message format** section of the Options screen that the **Compose in this message format** is set to **HTML**. If it is not, click on the down arrow and select **HTML** (see Figure 4 below).
2. Under the Signatures section of the screen, click on the **Signatures** box (see Figure 4 below).

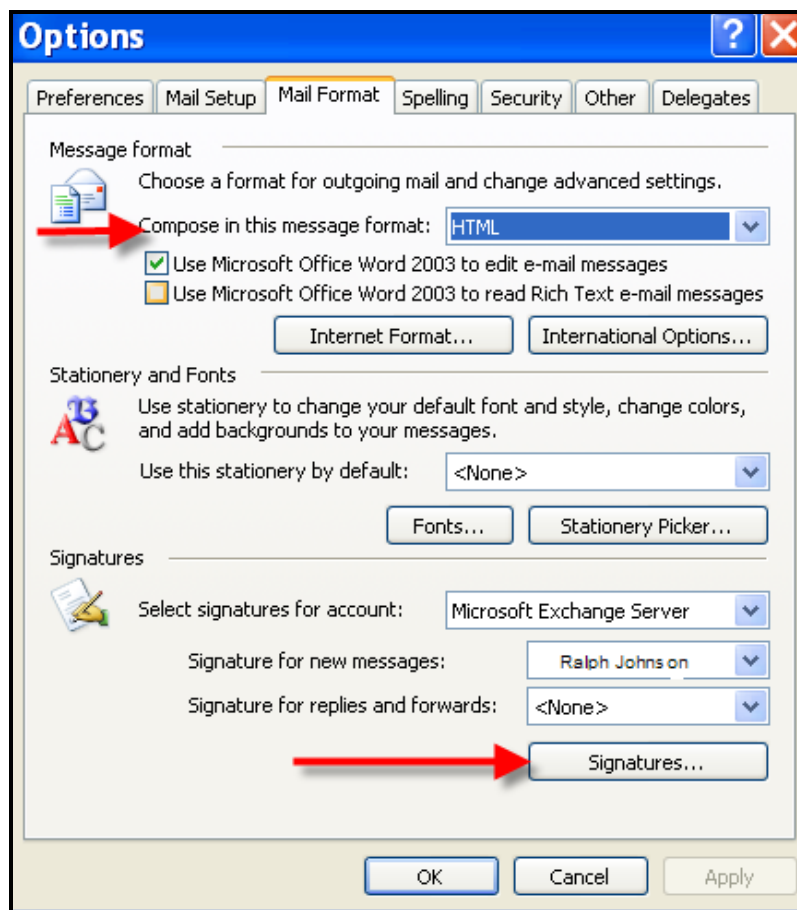


Figure 4

3. The Create Signature screen will now appear. Click once on the **New** button (see Figure 5 below).

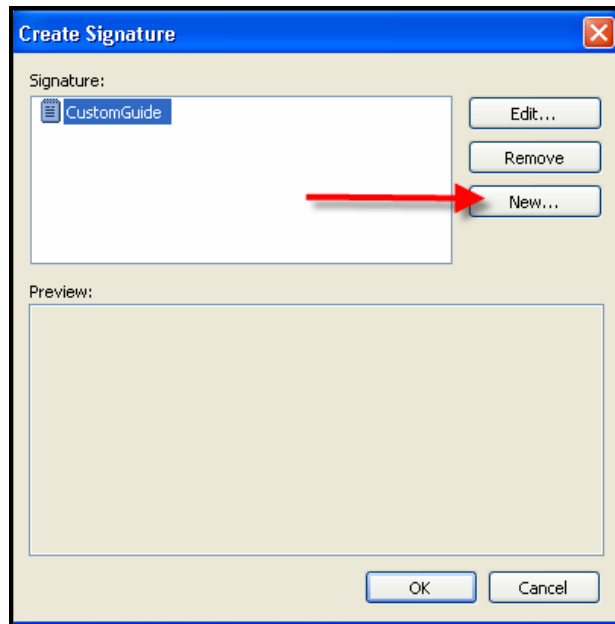


Figure 5

4. The Create New Signature screen will appear next (see Figure 6 below).

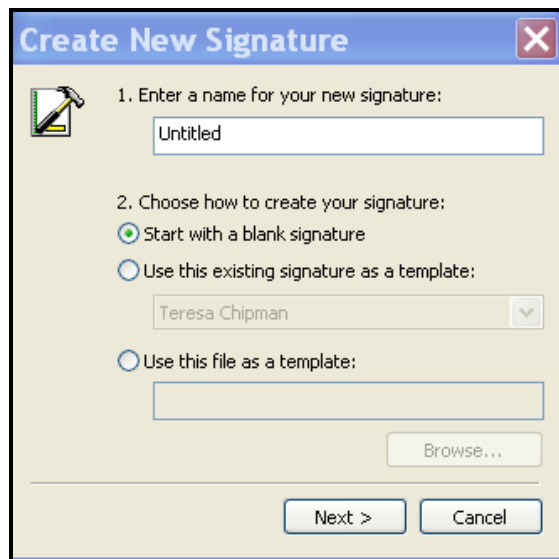


Figure 6

5. In Step 1, enter a name for your new signature.
6. Make a selection from Step 2. **Start with a blank signature** is the default. Click on **Next**.

7. The Edit Signature screen will appear (see Figure 7 below).
8. In the space provided, type in your signature block. Notice that by clicking on the **Font** tab you will be able to change the font type, style, size, and color.
9. After you have finished creating your signature block, click on **OK**.
10. Continue to click on OK until you are out of the signature feature.
11. Now when you send an email, your signature block will appear at the bottom of your email.



Figure 7