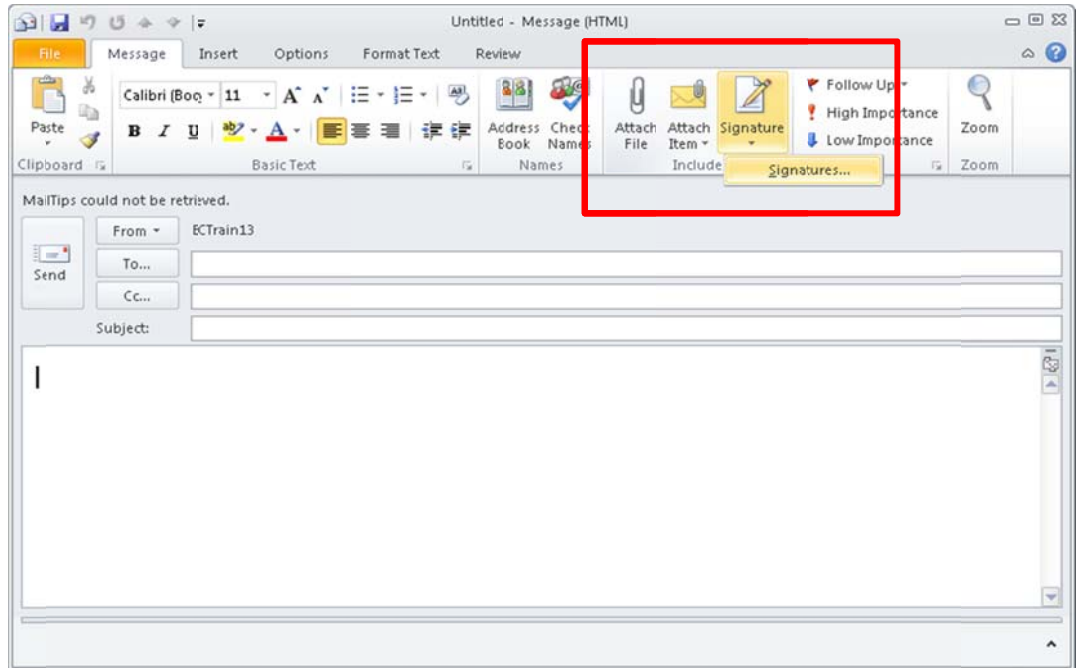


Signatures

Signatures are an automatic way to add your name and contact information to an email message. In Outlook 2010, you can add text, hyperlinks, and images to your signatures.

Open a new mail message

In the Include group on Ribbon click Signatures

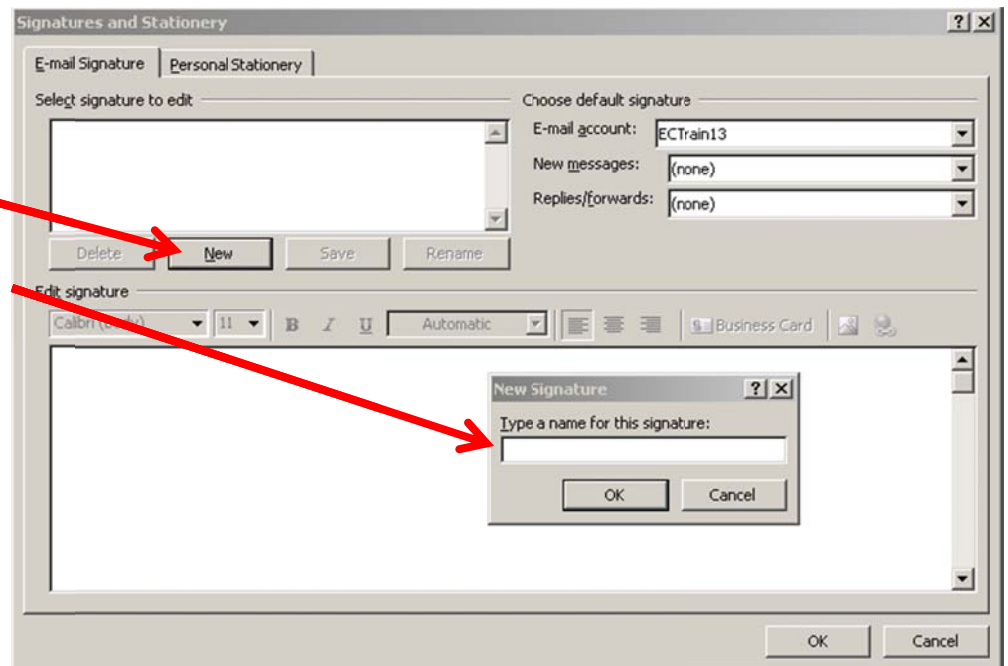


Click New

Enter a descriptive name

Think about the types of signatures you want to use - one for internal emails, one for external for example

Do you want them to be formal or informal?



NOTE: Name your signatures something that is easily recognizable by you

Enter signature info

This is the signature I wish to attach to internal email messages only - email that only goes to my co-workers

You can format text by changing the font or font size, make text bold or use italics

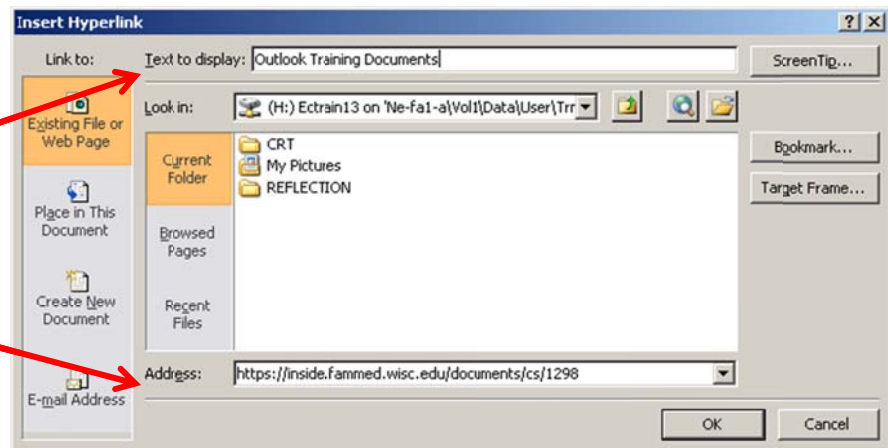
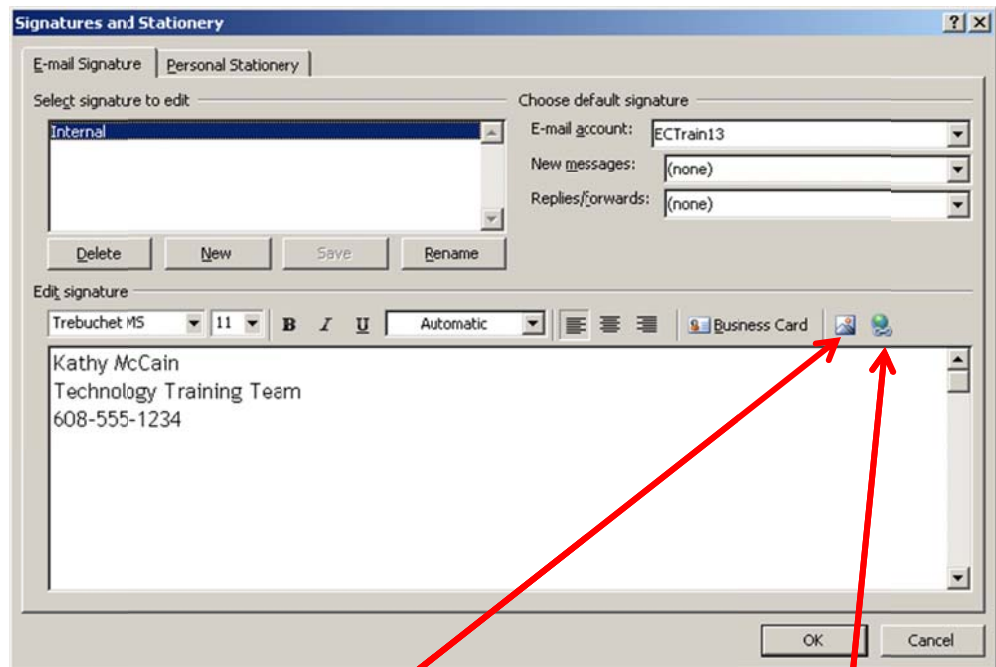
You can also add images or hyperlinks

FOR IMAGES: Click this icon



and find the image you wish to insert

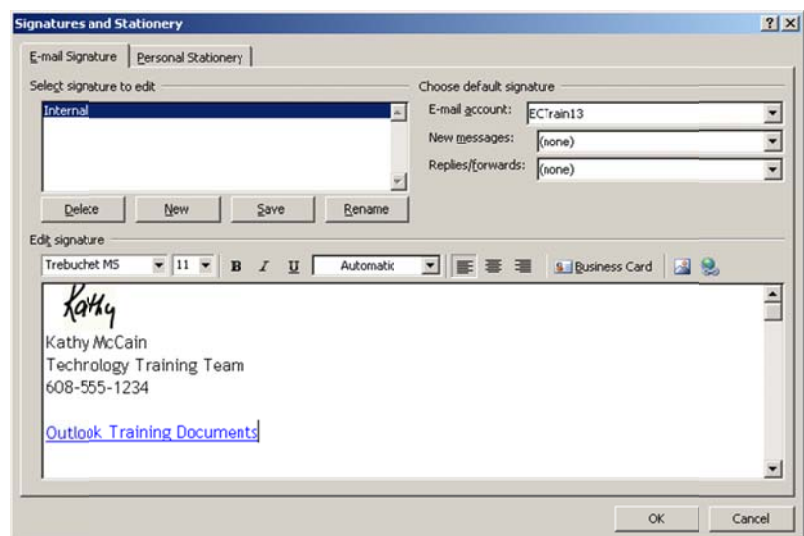
FOR HYPERLINKS: Click this icon



Enter text to display here

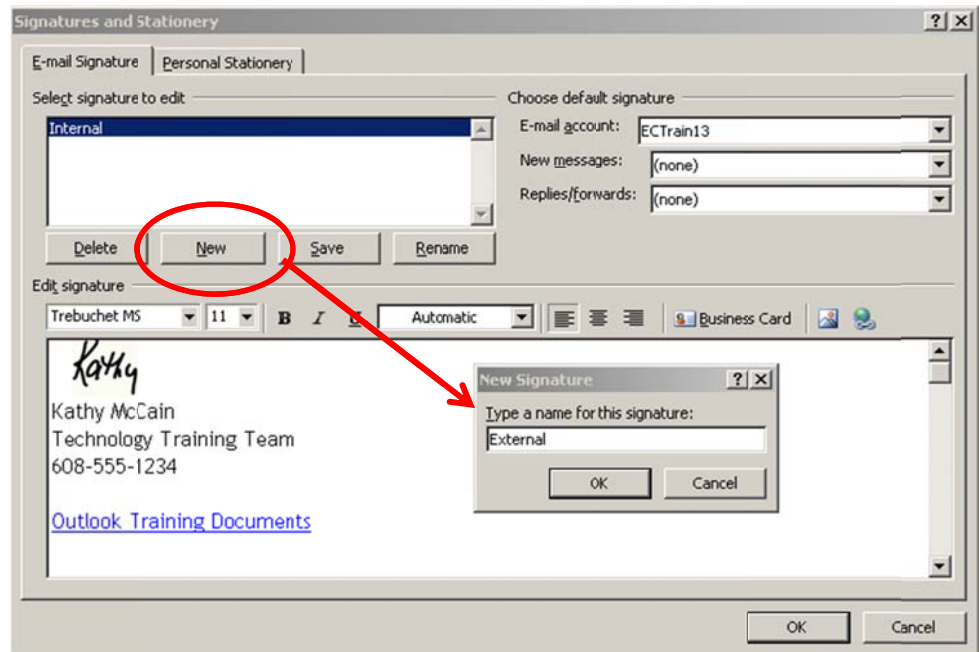
Enter the actual web address/URL here

Here is my finished signature - with an image of my signature and a hyperlink to Outlook Training Documents



You can have several different signatures for several different purposes. For example, I created the signature above to be sent internally - only to my co-workers. They don't really need much more than my name, title, and phone number. But sometimes I want to attach a signature to an email message that is going to someone outside of my office. An external email address. Now I will want to add more information like my mailing address and fax number. Just repeat the steps above.

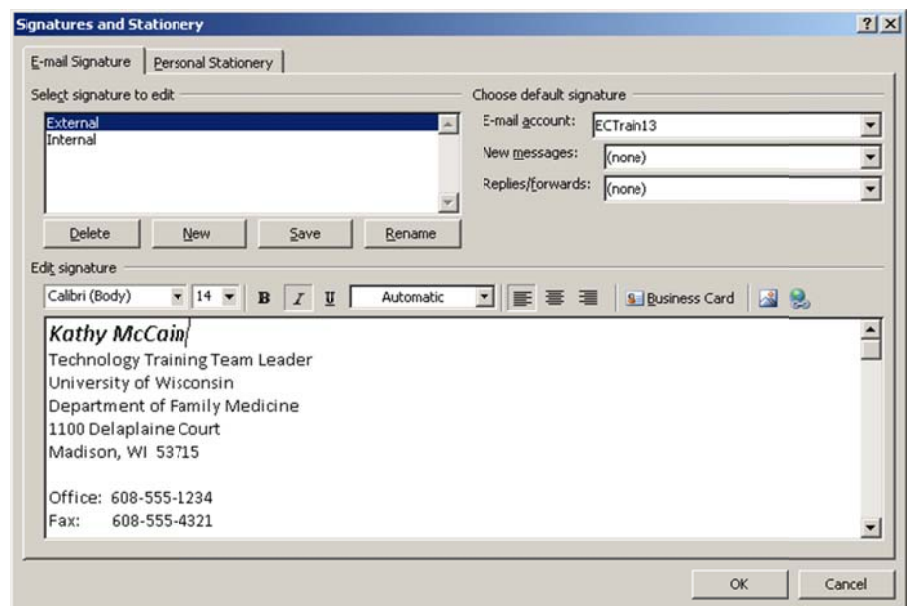
Click New and enter a name for this signature



Here is my new external signature

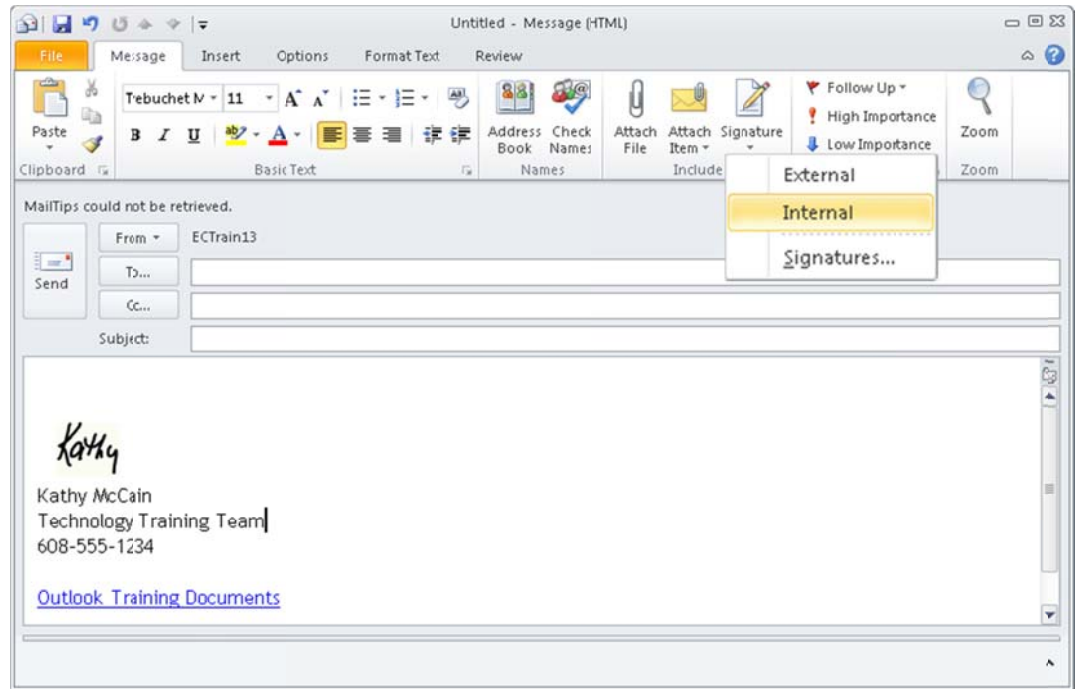
Again, you can format the text font, size, etc

You can add images and hyperlinks



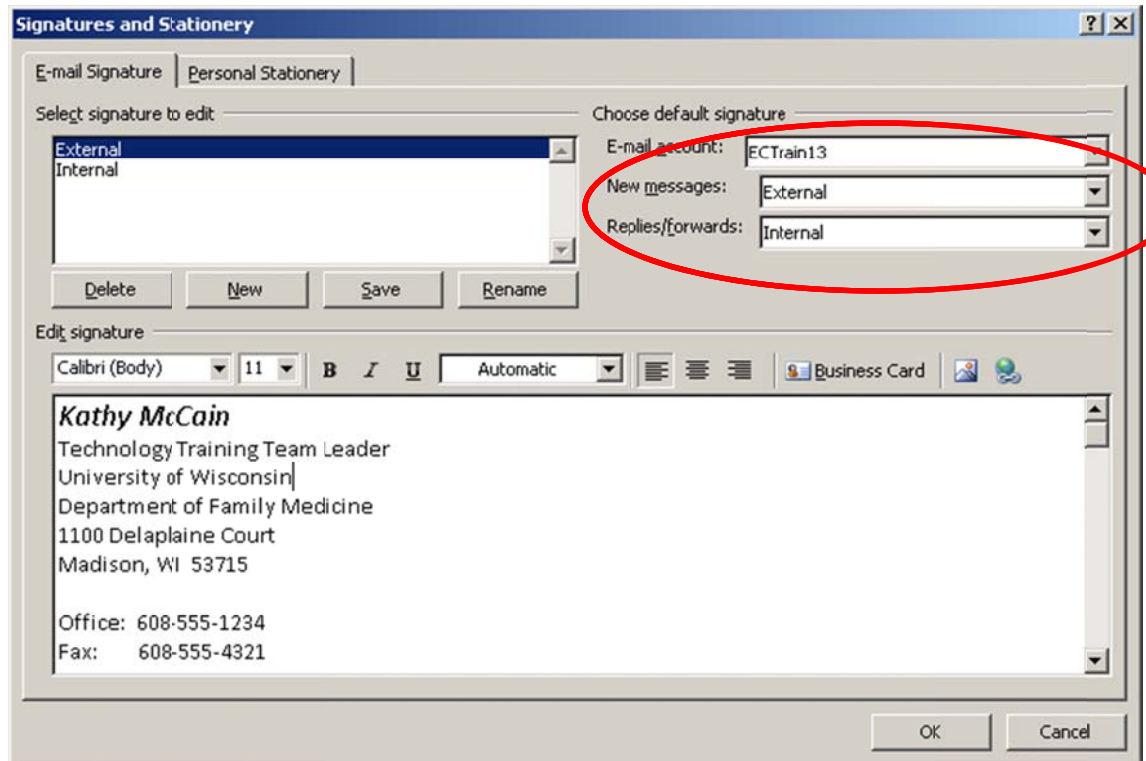
To use your signature, click signature and select the appropriate one

Change your mind? You can choose a different signature or highlight the signature and delete it



You can have Outlook automatically add a signature to any new message you send or any reply/forward you send

Simply identify which signature you wish to be included in your new messages and which one you wish to be included in your replies/forwards

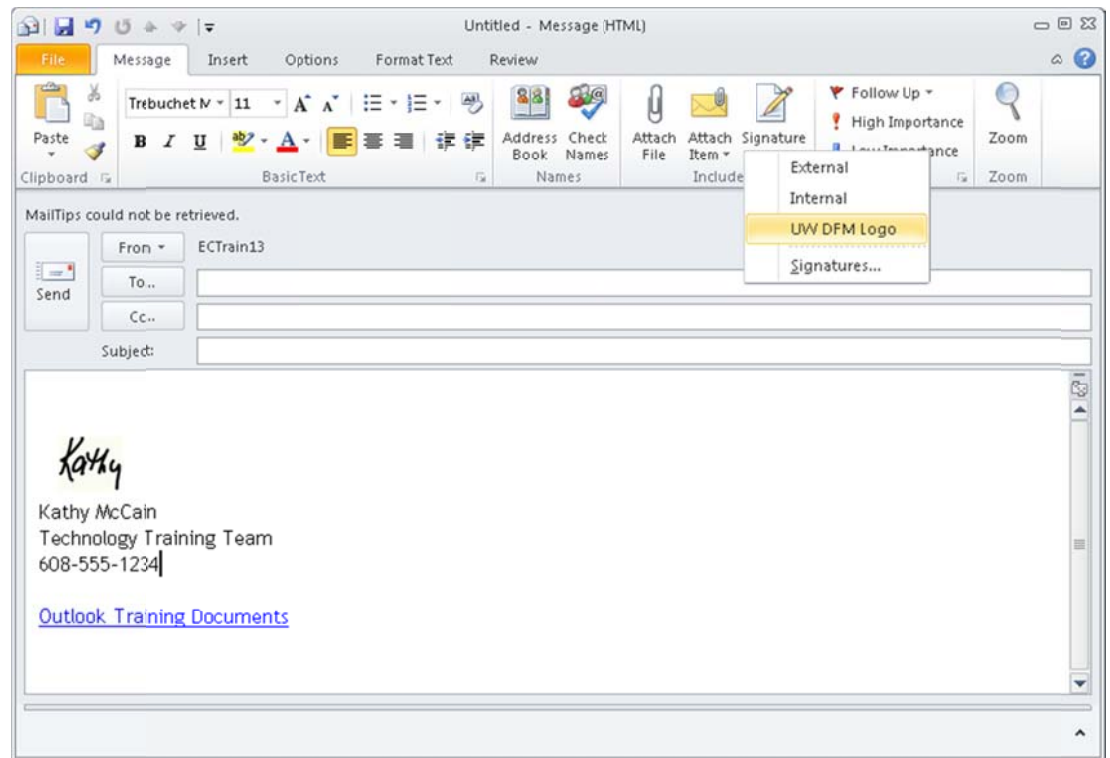


In this example, when I send a new message, the External signature is automatically included. When I reply to or forward a message, the Internal signature is automatically included.

If you have chosen one or both default signatures, you can always change which signature is displayed by selecting a new one

Click Signatures

Select appropriate signature



While you can create several different signatures, you can only use one at a time.