Creating a Signature in Outlook 2010

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Abstract

You can create a personalized signature to include at the end of every message you send. A signature is usually a small piece of text that identifies you to everyone reading your message and tells something you want everyone to know, such as your phone number and/or ministry. Your signature can be set so it is automatically added to any email messages you send.
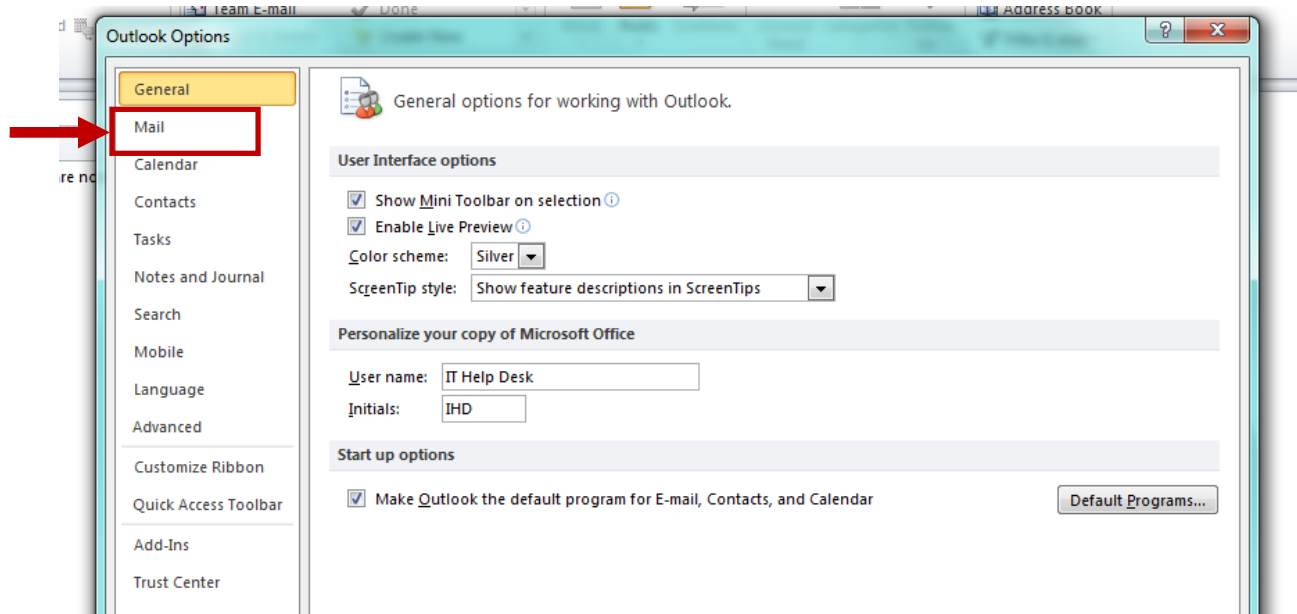
Provided by SSND IT Department

1. After opening Outlook, *click* the **File** tab located on the top left hand side.
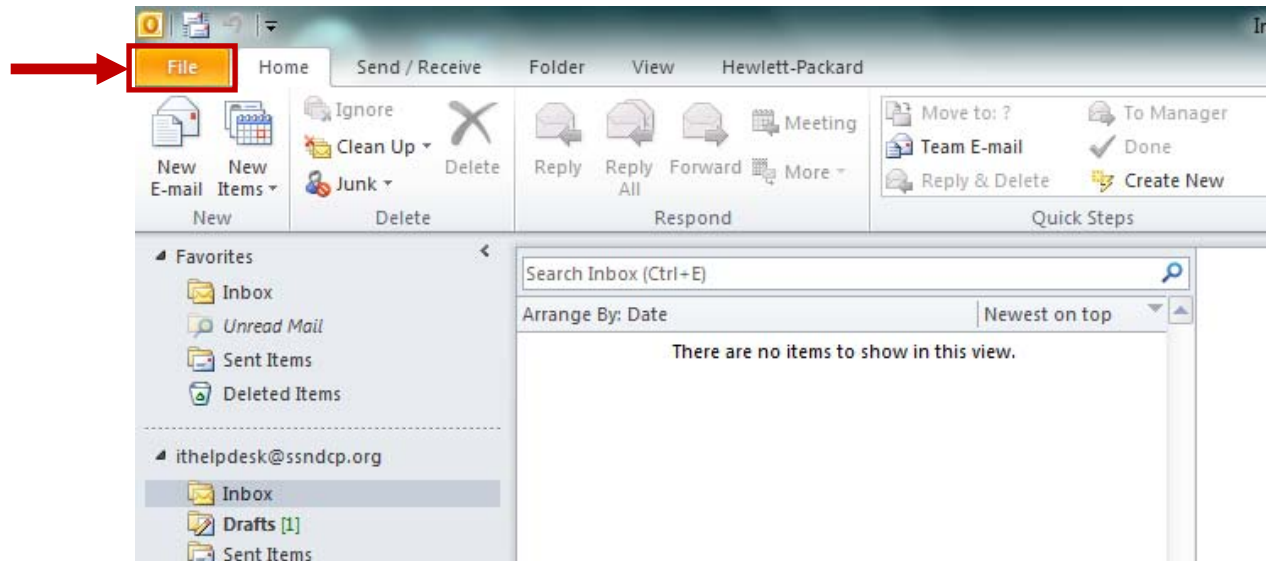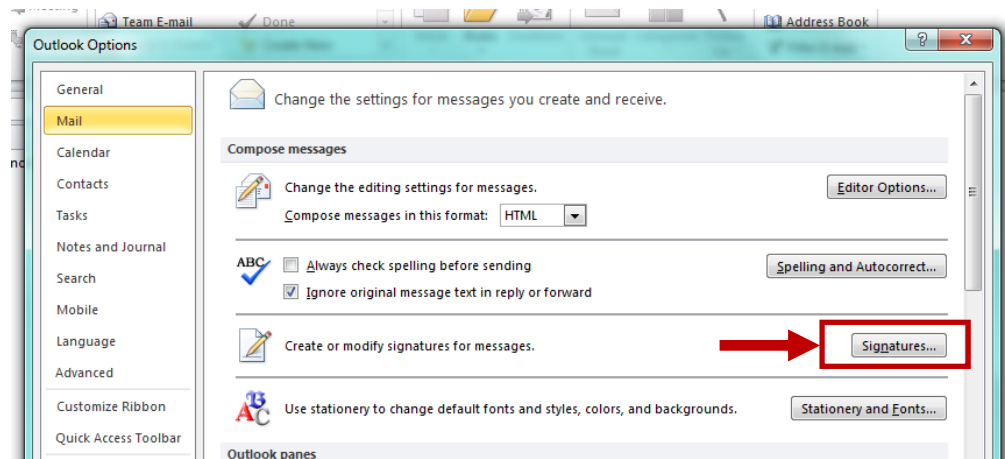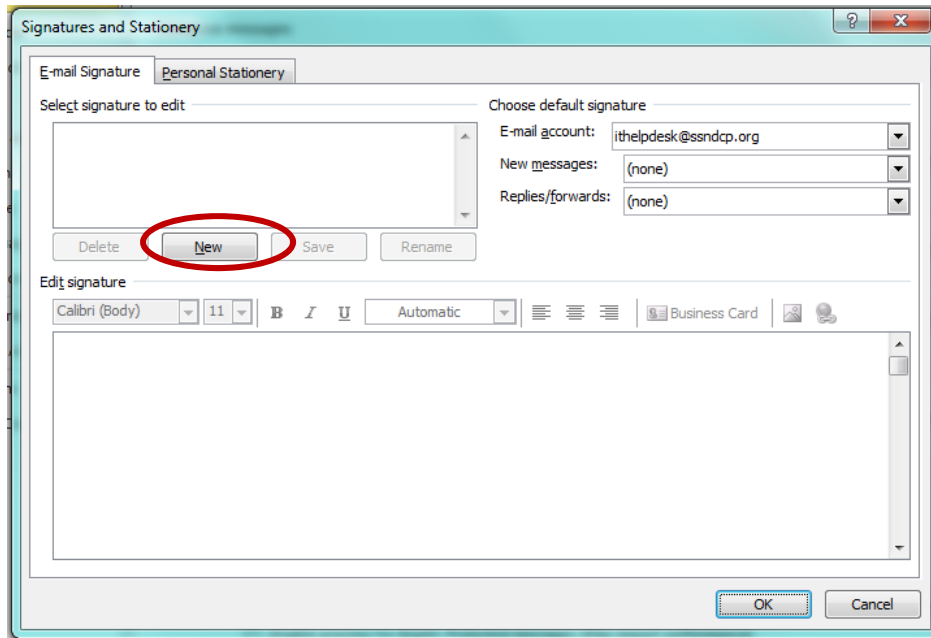

2. *Click* **Options…** from the menu that appears.
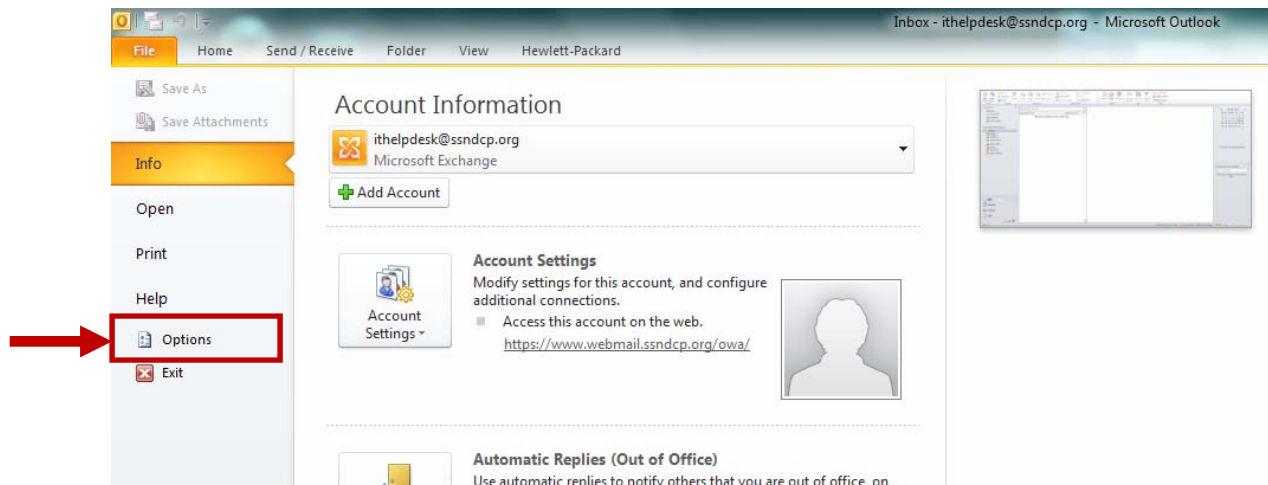
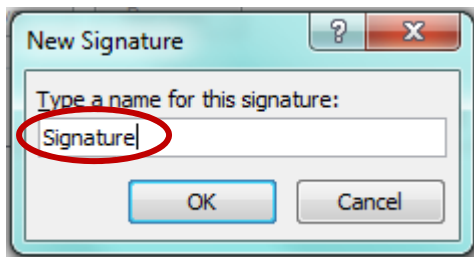3. *Click* **Mail** from the Outlook Options window.

4. *Click* the **Signatures** button.

5. *Click* the **New** button from the Signatures and Stationery window.

6. The New Signature window will appear where you will need to enter a name. *Type* a name, such as **Signature** or Default.
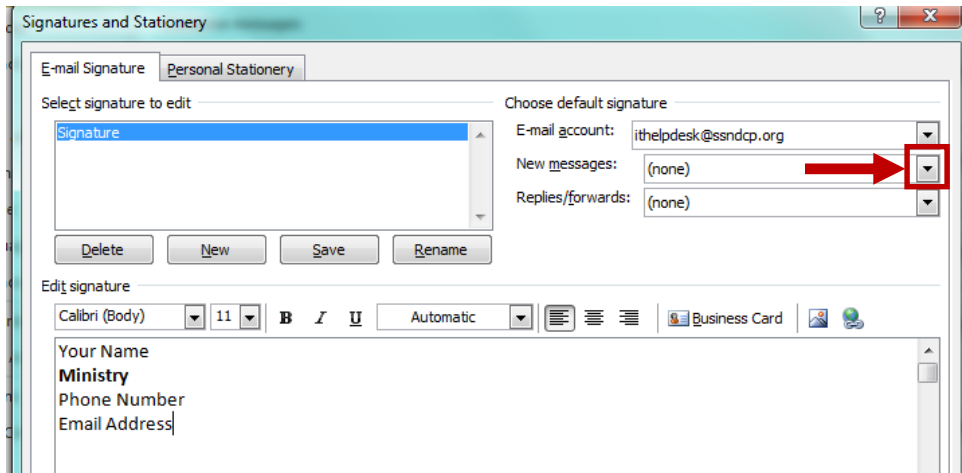
7. *Click* **OK** when done.

8. Click inside the Edit Signature text box and begin composing your signature, using the toolbar to complete any formatting desired. Some of the most common elements to include in a signature are shown.
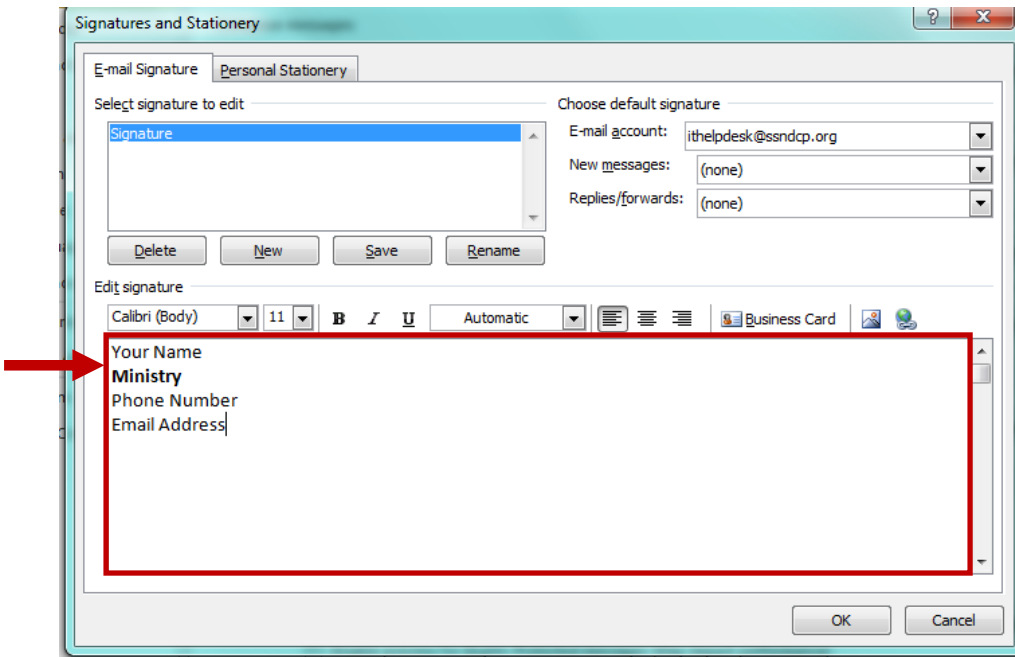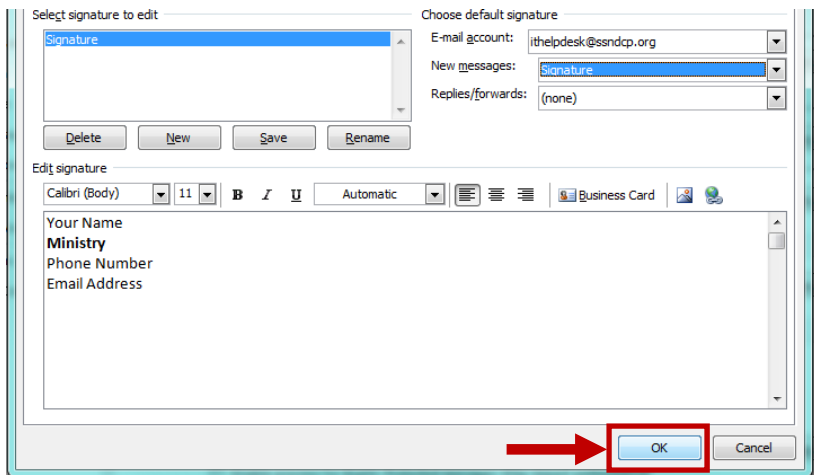
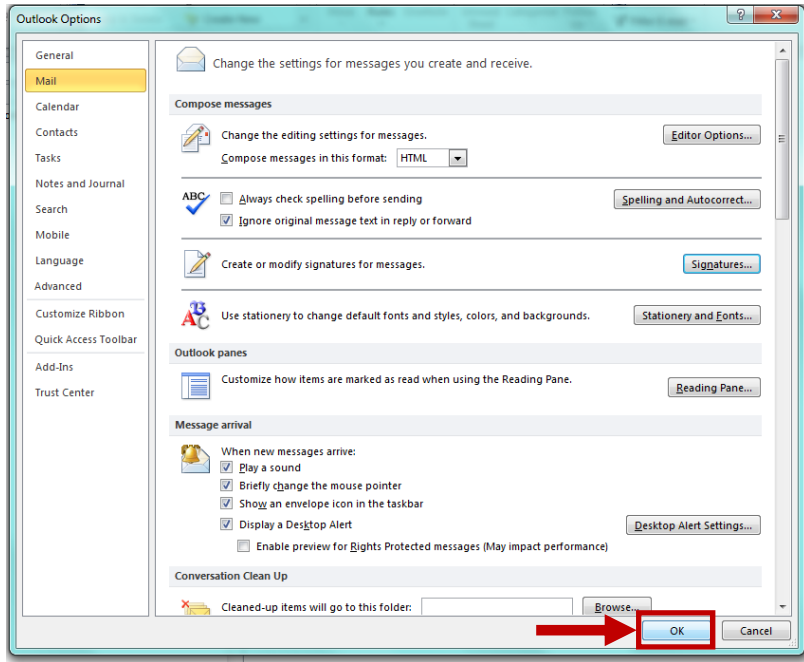9. *Click* the down facing arrow next to the New messages: option.

10. *Click* the name of your signature from the options that appear so your Signature automatically appears on all new e-mail messages you compose.
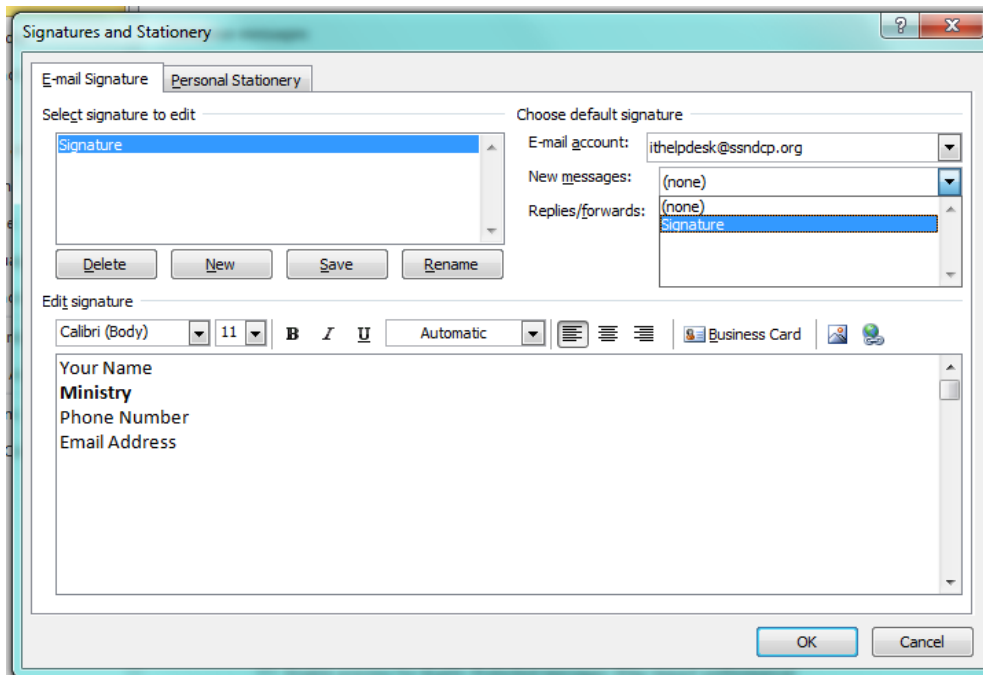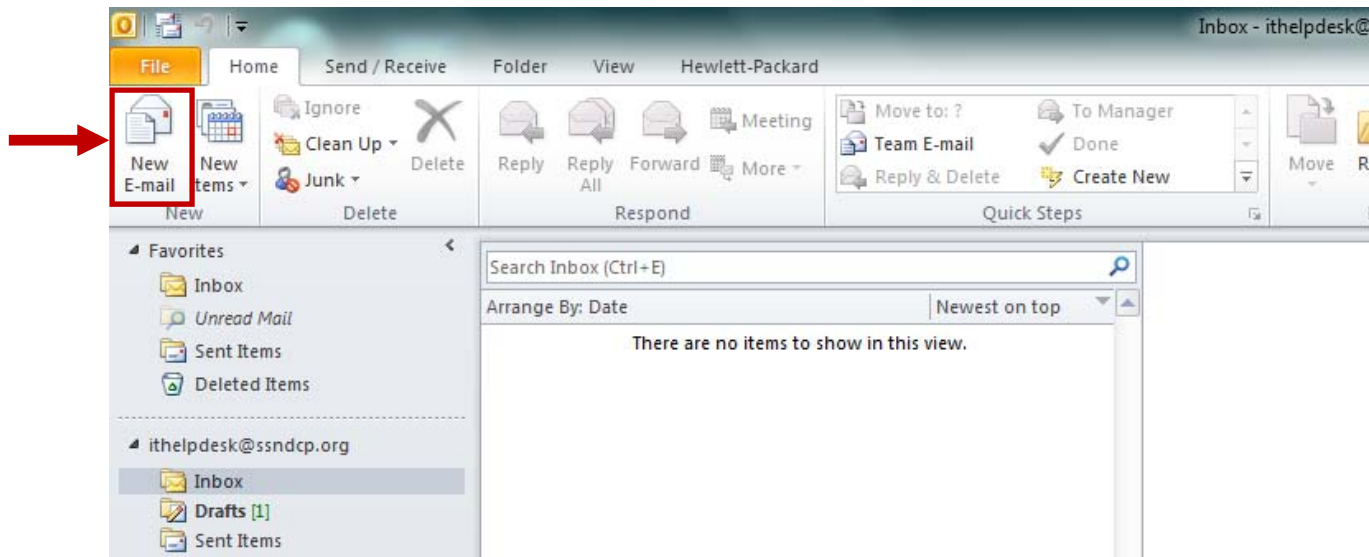
11. *Click* **OK** to save your signature information.

12. Click **OK** to close out of the Outlook Options window.

13. You will be taken back to the main Outlook screen. *Click* the **New E-mail** option to create an e-mail message and verify your signature will appear.

14. In the new message window, the signature you created will automatically appear. You can place your cursor above the signature to begin typing a message.