

Creating and Configuring an Auto Signature in Outlook

Create Auto Signature

The Signature feature in Microsoft® Outlook is used to append your contact information to the end of your e-mails upon creating a new email. This section of the job aid will show you how to create an auto signature.

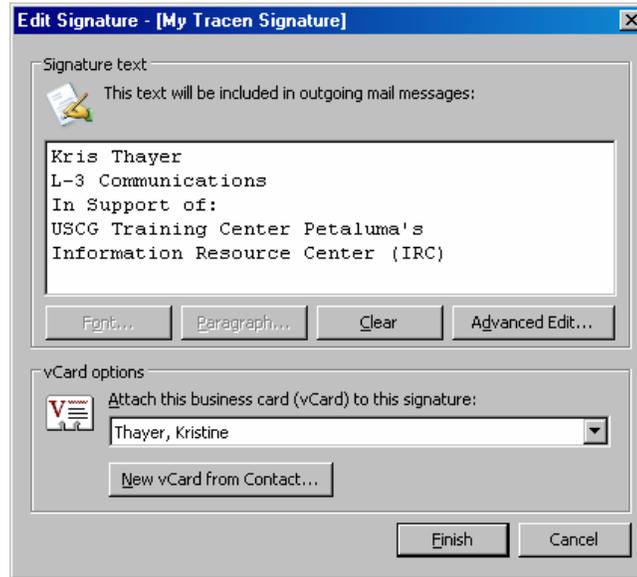
Step	Action								
1.	<p>Open Microsoft Outlook 2003</p> <p>Click the Start button >> Programs >> Microsoft Office >> Microsoft Office Outlook 2003 OR Double click on the Microsoft Office Outlook 2003 Icon on your desktop.</p> 								
2.	Select the menu Tools >> Options...								
3.	Select the tab Mail Format >> Signatures... button								
4.	Click the New... button								
5.	<p>1. Enter a name for your new signature:</p> 								
6.	<p>2. Choose how to create your signature:</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>You do NOT have a pre-existing file to create your signature...</td> <td>Select the radio button that states Start with a blank signature. Click Next > button. Go to Step 7</td> </tr> <tr> <td>You have a pre-existing signature you want to use as a template</td> <td>Select the radio button that states Use this existing signature as a template: Click on the dropdown arrow to select your template. Click Next > button. Go to Step 7</td> </tr> <tr> <td>You have a pre-existing file you want to use for your signature</td> <td>Select the radio button that states Use this file as a template: Browse to the file, select it. Click Select button. Click Next > button. Go to Step 7</td> </tr> </tbody> </table>	If	Then	You do NOT have a pre-existing file to create your signature...	Select the radio button that states Start with a blank signature. Click Next > button. Go to Step 7	You have a pre-existing signature you want to use as a template	Select the radio button that states Use this existing signature as a template: Click on the dropdown arrow to select your template. Click Next > button. Go to Step 7	You have a pre-existing file you want to use for your signature	Select the radio button that states Use this file as a template: Browse to the file, select it. Click Select button. Click Next > button. Go to Step 7
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7.	<p>Signature text Section</p> <p>Enter/edit all necessary information into the large Signature text field.</p>								

8. **vCard options Section**

If you want to include your vCard, which has your work phone numbers and addresses, for others to add to their address book, then select the down arrow under 'Attach this business card (vCard) to this signature'.

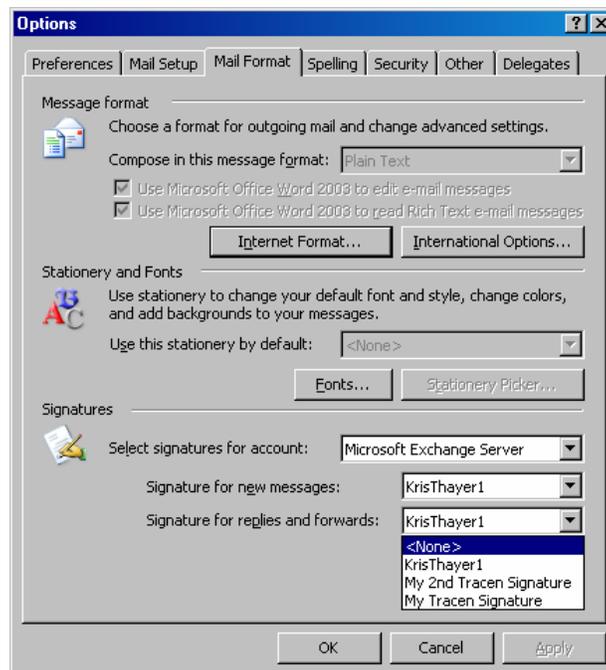
Select your name (should be displayed as Last, First).

Click **Finish** button



9. Verify the "signature" is to your liking in the Preview section.
Click **OK** button.

10. **Choose How Signature(s) will be used**



	If	Then...
	You want the signature to appear on every new e-mail message.	Select a Signature in the dropdown field next to Signature for new messages: Go to Step 11
	You don't want a signature to appear on every new e-mail message.	Select <None> in the dropdown field next to Signature for new messages: Go to Step 11
	You want the signature to appear in any reply or forwarded message.	Select a Signature in the dropdown field next to Signature for replies and forwards: Go to Step 11
	You don't want the signature to appear when you are replying or forwarding to e-mail messages.	Select <None> in the dropdown field next to Signature for replies and forwards: Go to Step 11
11.	Once you've made your selection for both new messages and replies/forwards, Click OK button. Your signature will - by default – be placed at the end of the e-mail messages you send.	