



## TRAINING NOTES

### Create signatures with pictures or logos

**Applies to:** Microsoft Office Outlook 2003 and most versions of Outlook, there maybe slight variance in procedures which should be self-explanatory.

An e-mail signature consists of text and/or pictures that are automatically added to the end of an outgoing e-mail message. You can create custom signatures for different types of audiences. For example, use your first name for messages to friends and family and your full name and e-mail address for messages to business contacts. You can also use a signature to add "boilerplate" text, such as an explanation of how you want other people to respond to your messages. You can have a different signature for each e-mail account.

By default, when you use the **Advanced Edit** option, a copy of any picture is included in the signature.

### Create a signature with pictures or logos

You must use Microsoft Office Word 2003 as your e-mail editor when sending signatures with pictures or logos.

1. Open MS Outlook.
2. From the menu bar select Tools | Options
3. Select Mail Format tab.
4. Under Message format, in the Compose in this message format list, click the message format that you want to use the signature with.
5. Under Signature, click [Signatures].
6. Click [New].
7. In the Enter a name for your new signature box, type a name.
8. Under Choose how to create your signature, select the option you want.
9. Click [Next].
10. Click [Advanced Edit].
11. When the dialog box appears cautioning you that an editor not part of MS Outlook will open.
12. Click [Yes].
13. Design your signature. When you are ready to insert a picture or logo, on the Insert menu, point to Picture.
14. Click [From File].
15. Note: If you are designing your signature in Word, make sure that you press SHIFT+ENTER at the end of each line of text. If you press only ENTER, Outlook inserts your signature so that the recipient sees your signature in double-spaced format.
16. Close the advanced editor, making sure that you click [Yes] to save your changes.
17. When you finish editing the new signature, click [OK].

**Note:** If only WordPad opens, and not MS Word, Go to Start | Control Panel | Internet options | Programs, and select Microsoft Word as your HTML editor.

After you create a signature, you can insert a signature in a message.



## TRAINING NOTES

**Automatically insert a signature in all new messages or in all messages that you reply to or forward.**

1. Open MS Outlook.
2. From the menu bar select Tools | Options.
3. Select Mail Format tab.
4. In the Compose in this message format list, click the message format that you want to use the signature with.
5. Under Signatures, select an e-mail account, and then choose the signatures that you want to use for new messages and for replies and forwards. You can use a different signature for each.

Once you have completed the setup of your signature please test it by opening a new email, and checking that the graphic is displayed. If not, you need to go back in again, open it in word and save it as a 'Single File Web Page'.

