

About Outlook E-Mail Signatures

Microsoft® Office Outlook® 2007 e-mail signatures help you create a brief description of yourself for the benefit of those you correspond with. This is particularly useful if you do cross-team work with people who are not familiar with you or what you do. E-mail signatures are also helpful when you want to display your contact information at the end of each e-mail message.

Topics in this guide include:

- Create a Signature
- Signature Tips

Create a Signature

Create an e-mail signature to help others identify who you are and what team or project you represent.

1. On the Outlook **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **Mail Format** tab.
3. In the **Signatures** section, click **Signatures**.
4. In the **Signatures and Stationery** dialog box, ensure the **E-mail Signature** tab is selected.
5. In the **Select signature to edit** section, click **New**. See Figure A.

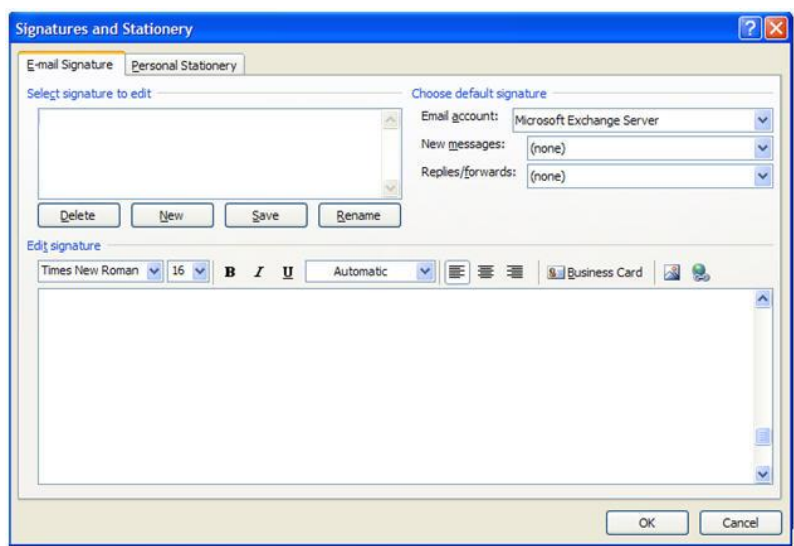


Figure A

6. In the **New Signature** window, type a name for the signature, and then click **OK**. See Figure B.
7. In the **Edit signature** section, type your signature. Use the font and formatting tools to create the signature style you want.



Figure B

8. In the **Choose default signature** section, choose a signature for New messages, and then click **OK**.
9. In the **Options** dialog box, click **OK**.

Note The creation of a personal stationery style has been enhanced with Office Outlook 2007. You can personalize your e-mail messages in the **Personal Stationary** tab.

Signature Tips

The following tips will help you create and use an effective Outlook signature:

- Maintain a professional look and feel for your signature. Do not use flashy colors, graphics, or animation effects.
- Keep your signature short and to the point.
- Use a 10-point or smaller font.
- Do not use signatures on replies and forwarded messages.