

SETTING A SIGNATURE IN MS OUTLOOK 2000

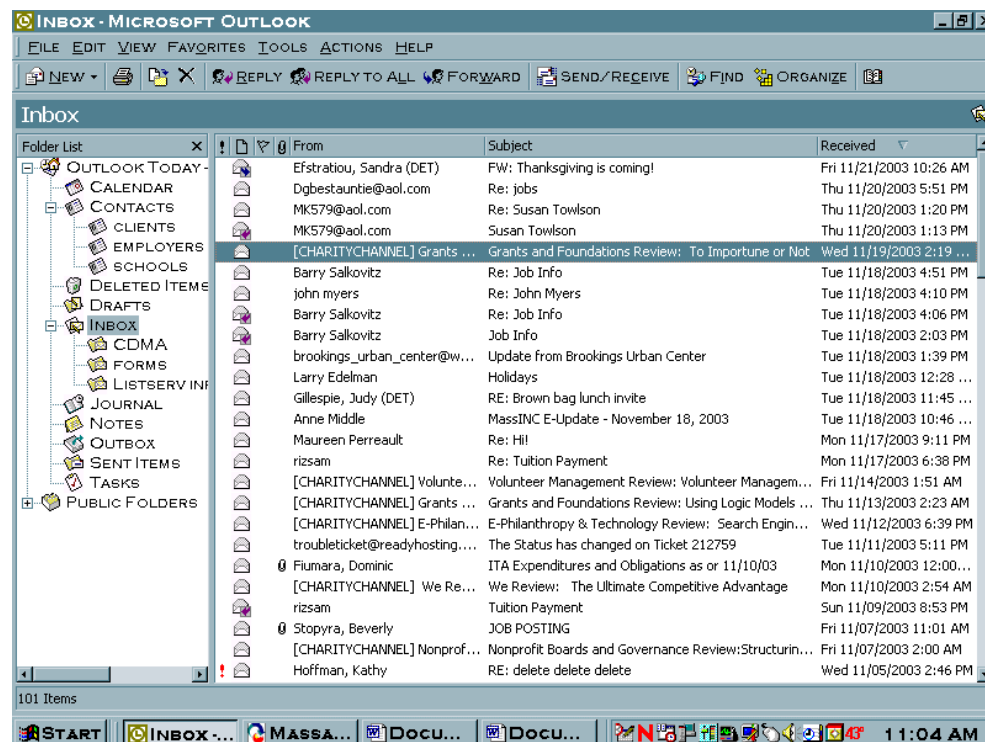
Are you sick of typing your name, title, address, and phone number at the bottom of every email message? In MS Outlook, you can set a “signature” that will automatically be inserted into every email that you send. You can create several signatures that can be used for different types of emails—for instance, one that has your work information, one that has your home information, and one that has your professional association membership information.

The signature inserted at the end of each message can be edited and even erased while you are composing the message, so you can modify your signature to meet your needs at any time.

Setting the signature is easy and only takes a few minutes. Below are detailed instructions on how to set up a signature.

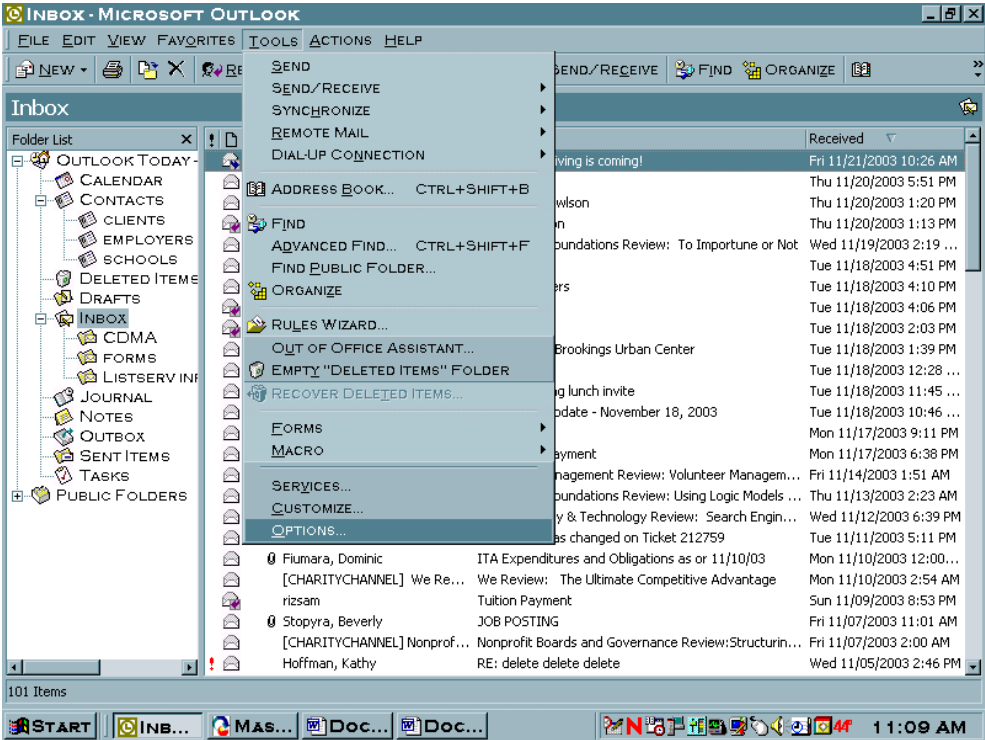
First, close all open emails. You must be in your **INBOX**, not in an open email, to follow these steps (see figure 1)

Figure 1



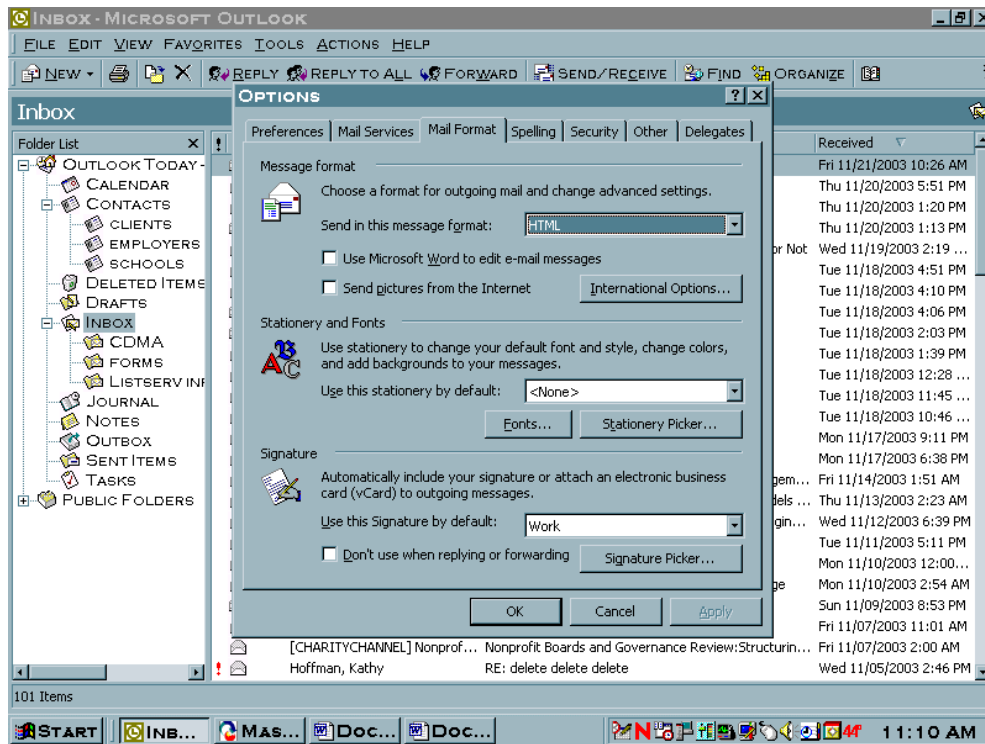
Click on the **TOOLS** menu at the top of the screen (see figure 2). Choose **OPTIONS** from the tools menu.

Figure 2



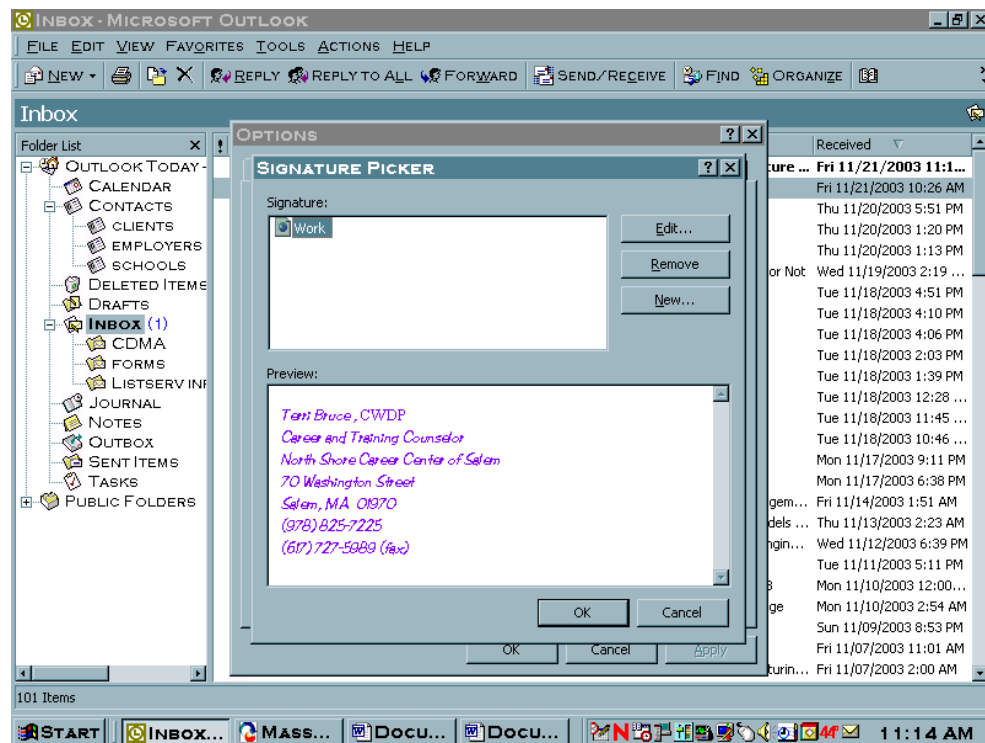
When you choose options, Outlook will open the options menu in a new window (see figure 3). Click the **MAIL FORMAT** tab at the top of the options menu window (see figure 3).

Figure 3



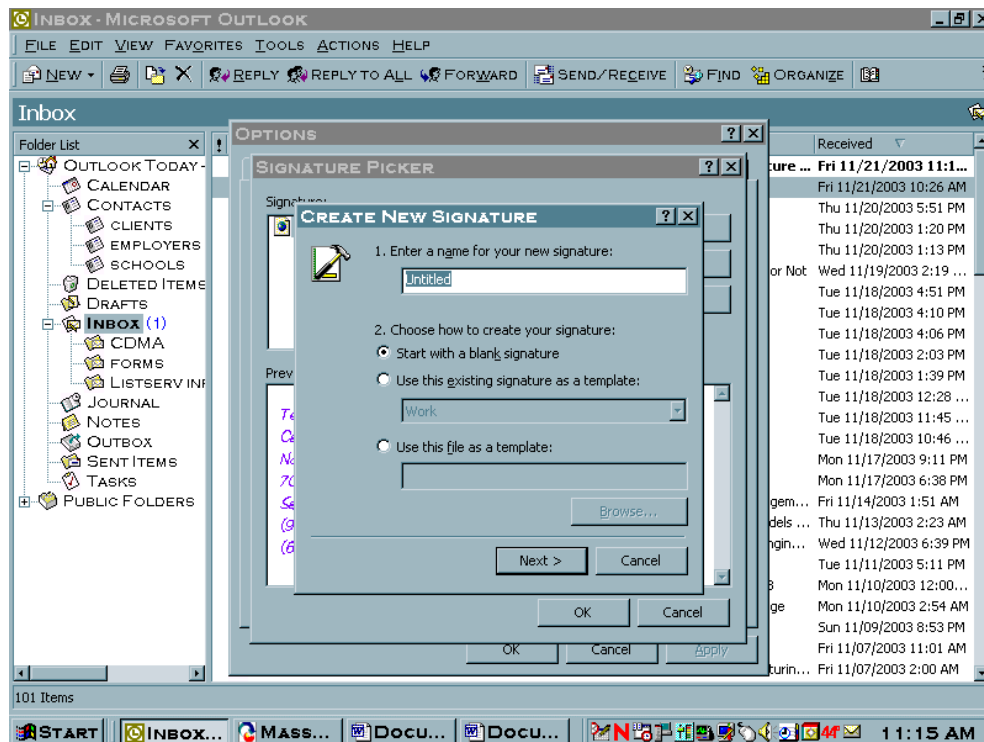
The third section of the options menu window is the **SIGNATURE** section. Click the **SIGNATURE PICKER** button in this section (above the cancel button at the bottom of the screen). This will open the signature picker menu window (see figure 4). If you have never set up a signature before, both windows in the signature picker menu window will be blank.

Figure 4



Click on the **NEW** button on the right hand side of the screen to create a new signature. This will open the **CREATE NEW SIGNATURE MENU WINDOW** (see figure 5).

Figure 5

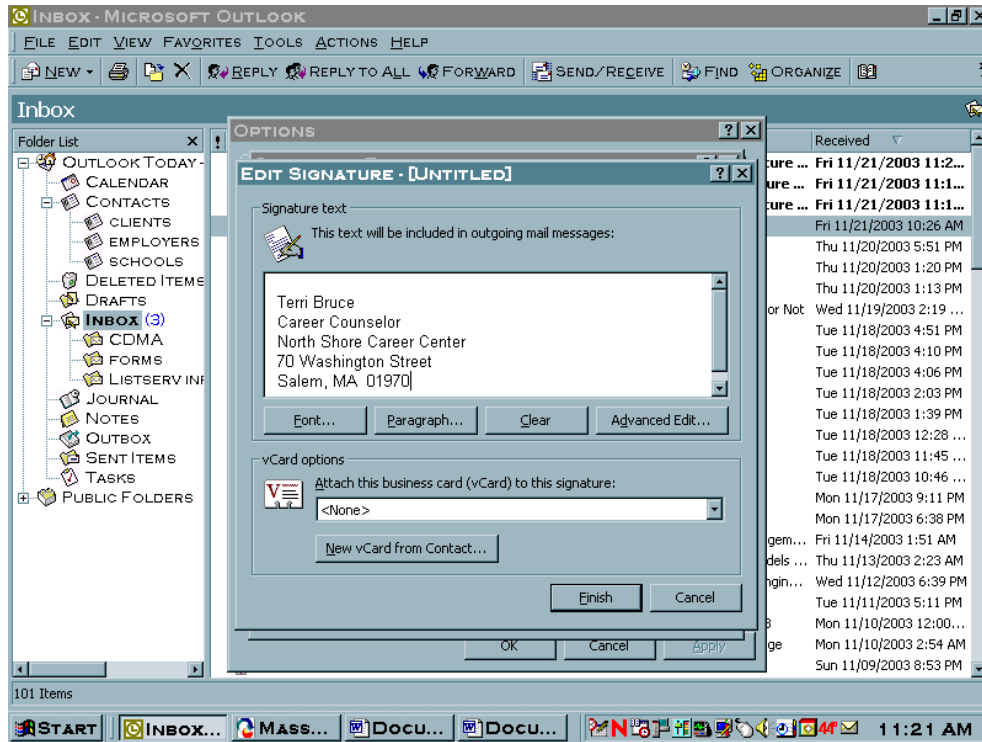


The signature picker menu window will walk you through the process of setting up your signature. Step 1 is to enter a name for your signature. This is a name of the signature file and should be something that will remind you what information the signature has. I have one that is named “work” and one that is named “home” so that I know which one has my work related information and which one has my personal information.

In step 2, choose the first option “Start with a blank signature” if you have never created a signature before. If you already have a signature set up, you can choose to use the existing one as a template for the new that you are creating. In that case, choose the second option.

After completing this section, choose **NEXT** which will open up the **EDIT SIGNATURE** window (see figure 6).

Figure 6



Type the text, as you want it to appear, in this screen. Remember to include all of your contact information including phone number, fax number, email address, website address, and TTY. You can edit this information later if you leave anything out. By clicking the **FONT** button you can change the color, font, font size, and font attributes (bold, italics, underline, etc) of the text in your signature.

When you are finished, click the **FINISH** button at the bottom of the screen. This will close the edit signature window and return you to the signature picker window.

Click okay and this will close the signature picker window and return you to the option menu window.

Click okay and this will close the options menu window.