

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS OUTLOOK - SIGNATURE

Purpose

This handout is to briefly instruct how to set up your signature in your MS Outlook account.

Let's first look at a sample signature...

Best,

:O)

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This is a sample signature. The format of a signature is normally the person's name, job title, organization (including mail address), email address and phone number.

Why do a signature?

Hmmm....

Let's say you send an email to someone and then they need to call you. Your contact information is right in the email.

Or let's say you send an email to someone and they need to send you an item in the mail (your mailing address is right in the email).

Please give it a whirl – I am sure you will like this!

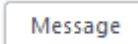
Let's now set up a signature in MS Outlook ...

In **MS Outlook 2010** do the following:

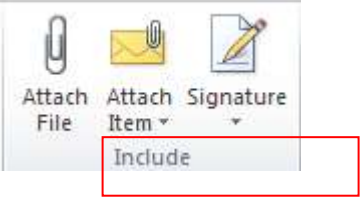
Click New E-Mail:



Under the Message tab



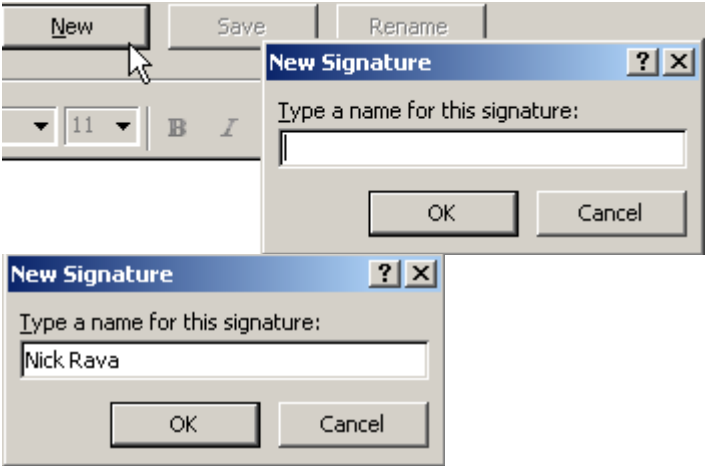
See the the Include group



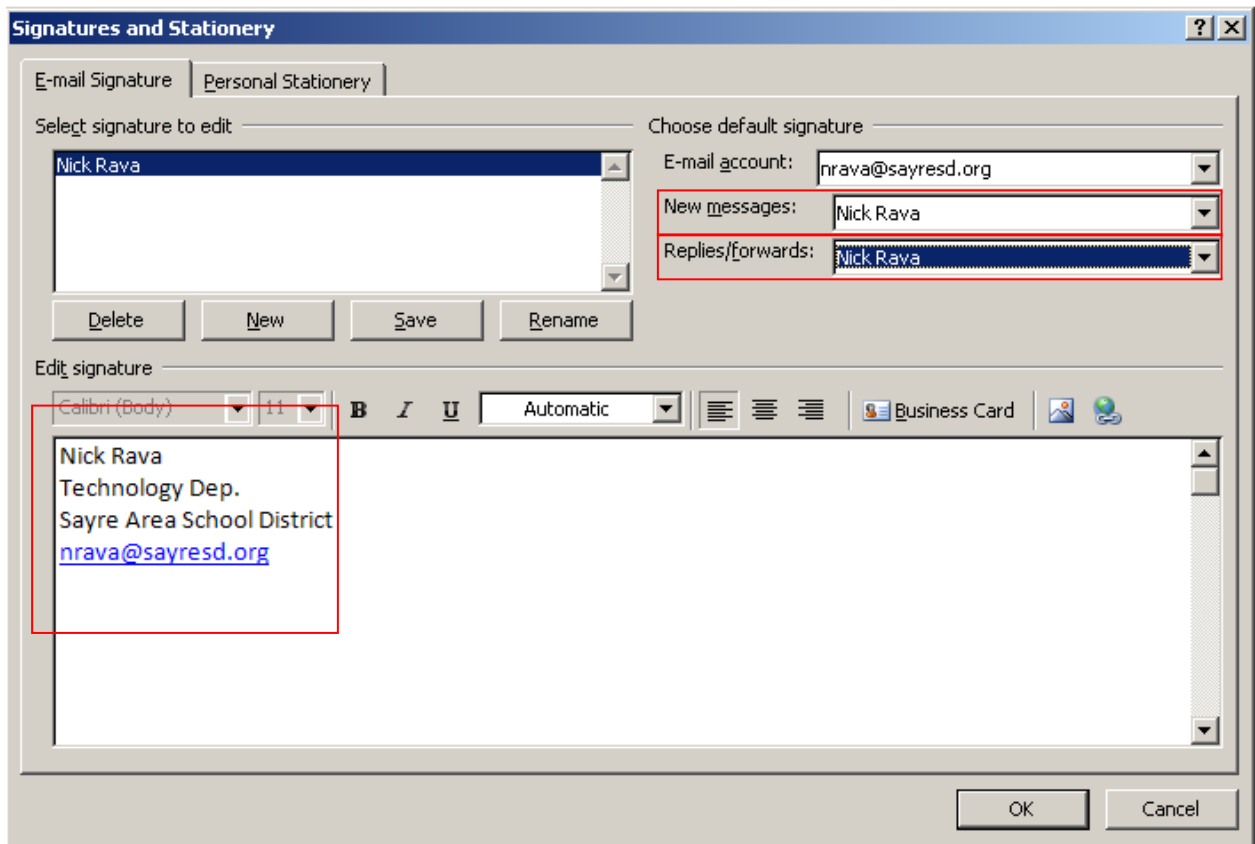
Click Signature:



Click New and type a name for this signature (this is not the actual signature)



The following screen appears:



Notice that I have this signature selected for new messages and replies/forwards

Select OK

Let's now test ...

An easy way to test is to send an email to **yourself**.... (or, as you can clearly see, the signature automatically pops up when a new email message is created.)

