

# Outlook 2010 - Creating Signatures

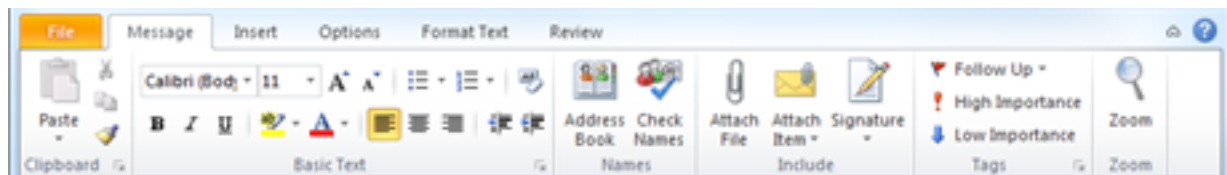
An email signature is usually a small amount of text added to the bottom of an outgoing email message. Signatures generally include a person's name, title, organisation and contact details although some people choose to add more or less information. A signature is helpful to the people you correspond with as it provides useful contact information - like an electronic business card. You may wish to create both a formal signature and an informal one for email correspondence with close colleagues.

Signatures also can be used as a quick way to send out standard messages or standard responses. They can be as long or as short as you wish, and include web links, photos and formatting if required. Typically, they consist of a complete message, ending with the name and contact details of the sender. Standard reply 'signatures' are created and used just like any other signature – the only difference is in the amount of text they contain. You can create as many different signatures as you need.

## Creating a signature

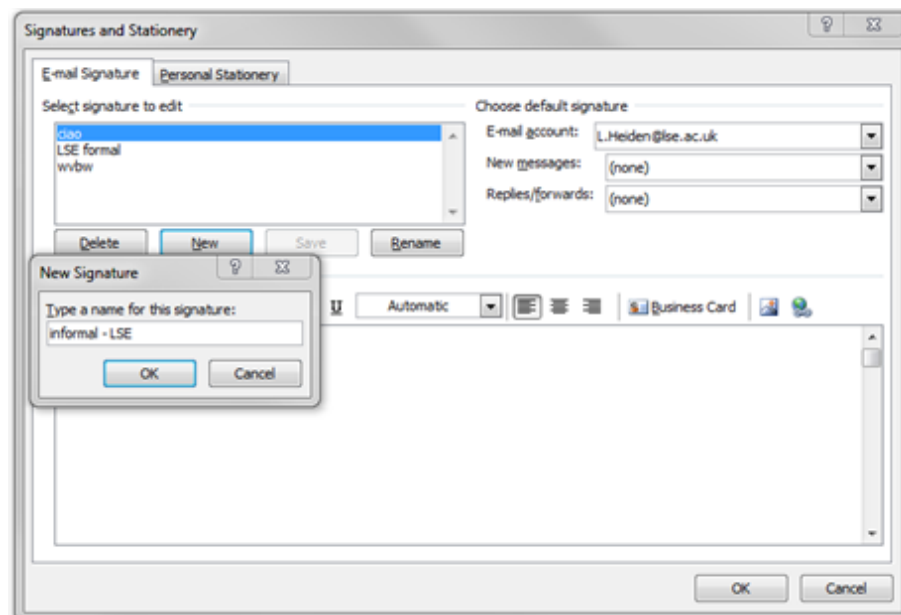
To create an email signature:

1. Create a new email message or create a reply to one you have received. *Any new message or new reply displays the **Signature** icon in the **Message** tab at the top of the screen.*



2. Click on the arrow under the **Signature** icon and select **Signatures**. *The **Signatures and Stationery** dialog box opens, displaying the **E-mail Signature** tab.*

3. Click on the **New** button. *The **New Signature** dialog box opens.*

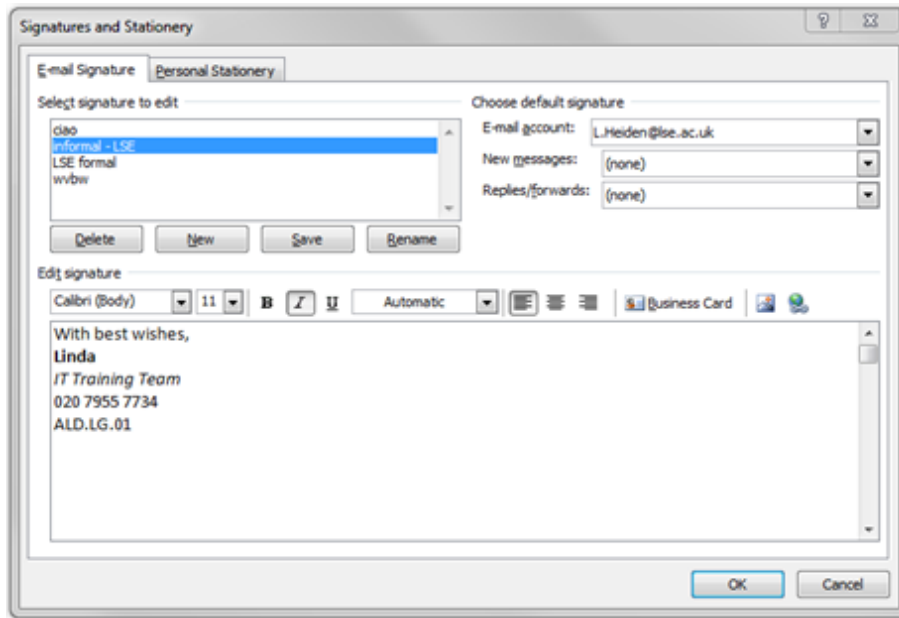


4. Enter a name for the signature and click **OK**. (Use the name to identify the type of signature you are creating, such as 'formal', 'informal', 'subscription request reply', etc. The name can be a maximum of 32

characters.) The **New Signature** dialog box closes and the name you've created is selected in the **Select signature to edit** box.

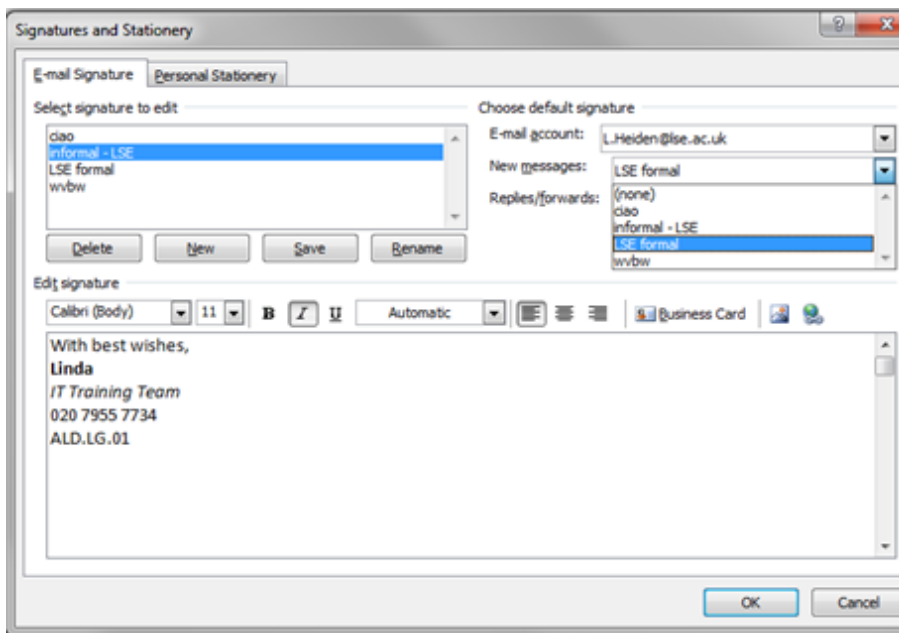
5. Add the text for your signature in the **Edit signature** section.

6. Use the icons above the **Edit signature** box to format the text, and to add your Outlook business card, photos and/or any hyperlinks desired. (Alternately, if the signature will be used to create a more lengthy standard response, you may wish to draft and format it in a blank email message, and then copy and paste it into the **Edit signature** box.)



7. In the **Choose default signature** section, select an email account from the **E-mail account** drop-down menu. This makes the new signature available for use in all emails sent from that account.

8. If desired, use the **New messages** and **Replies/forwards** drop-down menus to select this as the default signature for either or both.



**Note:** Selecting the **(None)** option means no signature will be attached *by default* to the type of message in question.

9. Click **Save** to save the signature.

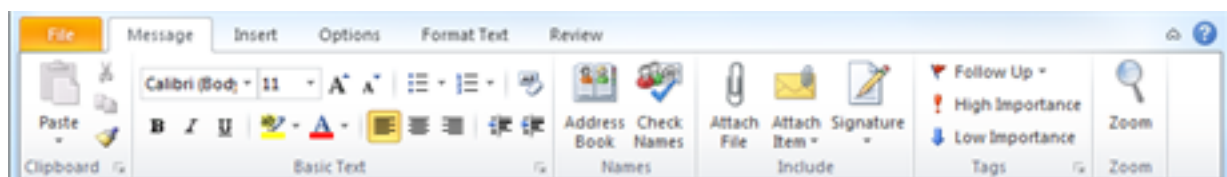
10. Click **OK** to close the dialog box.

## Changing the default signature

By default, the first signature created is automatically set as the default signature for new messages. Replies and forwards are not assigned a default signature unless the user does so manually.

### To change the default signature settings:

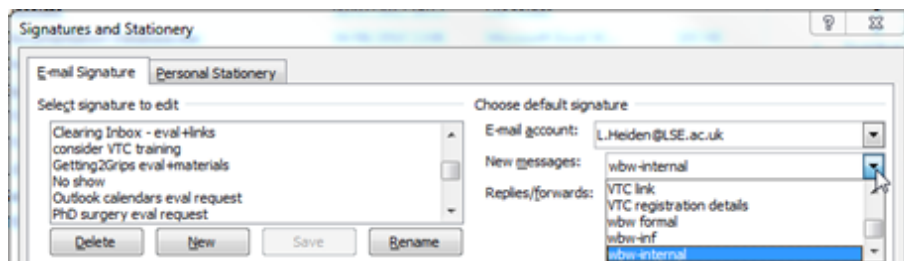
1. Create a new email message or a new reply. *Any new message or new reply displays the **Signature** icon in the **Message** tab at the top of the screen.*



2. Click on the arrow under the **Signature** icon and select **Signatures**. *The **Signatures and Stationery** dialog box opens, displaying the **E-mail Signature** tab.*

3. From the **Choose default signature** section, select the appropriate email account via the **E-mail account** drop down.

4. Use the **New messages** and **Replies/forwards** drop-down menus to select the default signature desired for each.



**Please note:** Selecting the **(None)** option means no signature will be attached by default to the type of message in question

### To change the default signature in a new message or new reply:

1. Right-click anywhere in the default signature. *The list of available signatures is displayed.*

2. Select the signature required. *The default signature is replaced with the selected signature.*

## Manually adding a signature when there is no default

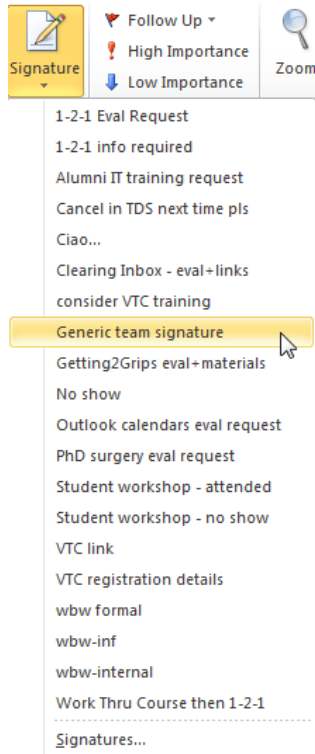
### To manually add or change a signature in a message:

1. Create a new message and compose your email.

2. If a default signature appears and you wish to change it, select the entire default signature. Or, if no signature has appeared, place the cursor where the signature should begin.

3. On the **Message** tab, click **Signature** and select your preferred signature.

(Below is a list of 20 signatures used by a member of the LSE IT Training Team. Most are standard messages or standard replies.)



## To use a standard reply:

1. Select the message you wish to reply to.
2. Click the **Reply** icon. *A new reply opens.*
3. If the reply contains a default signature, click anywhere into the signature. Otherwise, click on the top blank line.
4. Click the arrow below the **Signature** icon and select the standard reply signature required. *The selected signature appears in the main message box, replacing any signature that had appeared by default.*

**Note:** a default message will be replaced only if you have selected it in its entirety before selecting the signature required. If you click above the default signature, it will remain at the end of the message.

5. Edit the message if needed. Then click **Send**.