# Microsoft Office Outlook 2007 / 2010 Email Signature Setup

# Outlook 2007

# Select Tools -> Options

Stax - Microsoft Outlook		
<u>Eile Edit View Go</u>	Tools Actions Help	
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Mail	Instant Search	
Favorite Folders	Address Book Ctrl+Shift+B	
Drag Your Favorite Folder	Organize	
Mail Folders	Rules and Alerts Newest on top	
All Mail Items	Mailbox Cleanup items to show in this view.	
🕀 🧐 postmaster	Empty Deleted Items Folder	
Archive Folders     Archive Folders	Lorms	
🕀 🎒 virus	Account Settings	
	Trust Center	
	<u>C</u> ustomize	
	Options	

# Select Mail Format -> Signatures

Options ?	×
Preferences Mail Setup Mail Format Spelling Other	
Message format	
Choose a format for outgoing mail and change advanced settings. Compose in this message format:	
Internet Format International Options	
HTML format         Image: Reduce the file size of the message by removing formatting information that is not necessary to display the e-mail message         Image: Rely on ⊆SS for font formatting         Image: Rely on ⊆SS for font formatting         Image: Save smart tags in e-mail         Stationery and Fonts         Image: Use stationery to change your default font and style, change colors, and add backgrounds to your messages.	
Stationery and Fonts	
Signatures         Create and edit signatures for outgoing messages, replies and forwards.         Signatures         Editor options	1
Change the editing settings for e-mail messages.	1
OK Cancel <u>Apply</u>	

#### Office 2010

#### Click File -> Options



#### Select Mail -> Signatures

General       Change the settings for messages you create and receive.         Mail       Calendar         Contacts       Change the editing settings for messages.         Tasks       Compose messages in this format:
Calendar     Compose messages       Contacts     Change the editing settings for messages.       Tasks     Compose messages in this format:
Contacts     Change the editing settings for messages.     Editor Options       Tasks     Compose messages in this format:     HTML
Tasks Compose messages in this format: HTML
Notes and Journal
Search Always check spelling before sending Search Search Income or initial mercage text in renk or forward
Mobile
Language Create or modify signatures for messages. Signatures
Advanced
Customize Ribbon Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Fonts</u>
Quick Access Toolbar

\*\* In the Signatures and Stationery, outlook 2007 and 2010 is the same setting.

**Click New** 

-mail Signature	Personal Station	nery							
ele <u>c</u> t signature t	o edit				Choose default sigr	nature			
					E-mail account:				Ŧ
					New messages:				-
					Replies/forwards	:			-
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Type your new signature name and click OK

New Signature	? <mark>X</mark>
Type a name for this sign	ature:
ОК	Cancel

In the Edit signature, input your signature information.

You can choose your create signature at the "Choose default signature". Then click OK.

E-mail Signature	Personal Stationery					
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Now you can use your e-mail signature.

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