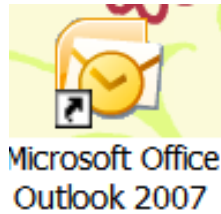


Outlook Signature

Objective: Learn how to add a signature to Outlook

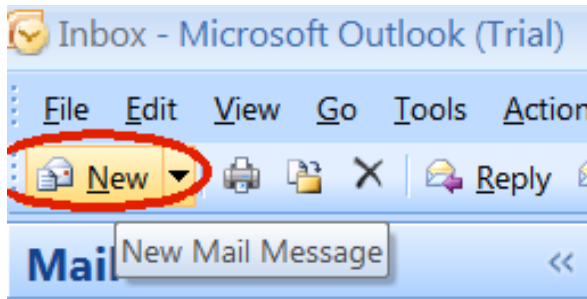
1. Opening Outlook

- a. Double Click on Microsoft Office Outlook 2007



2. Open New Mail Message

- a. Click New (circled in red below)

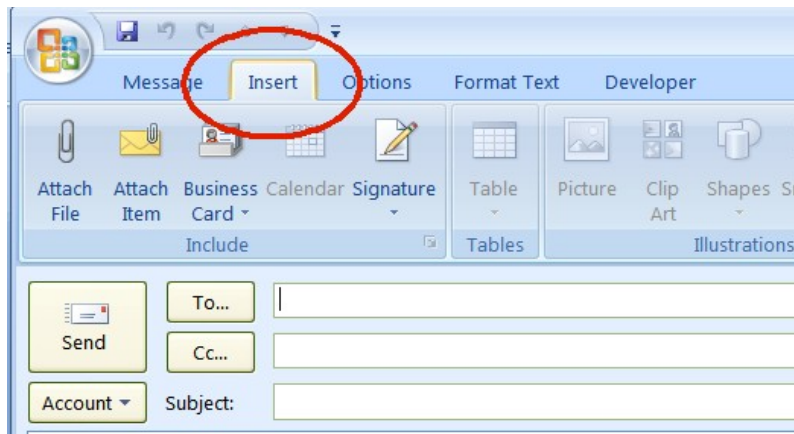


3. Open Insert Tab

- a. Once in New message click on Insert Tab (circled in red below)

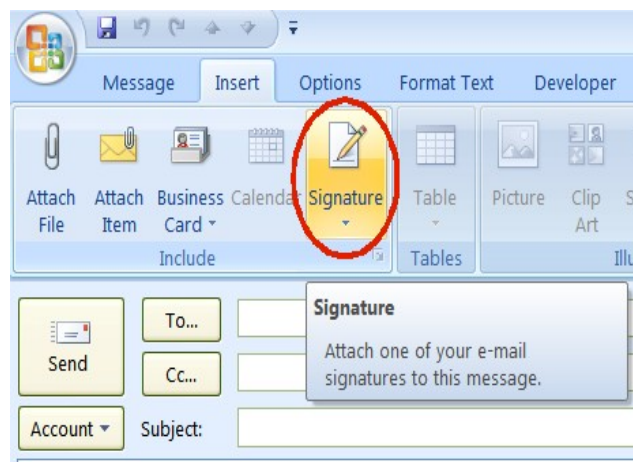
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4. Signature Button

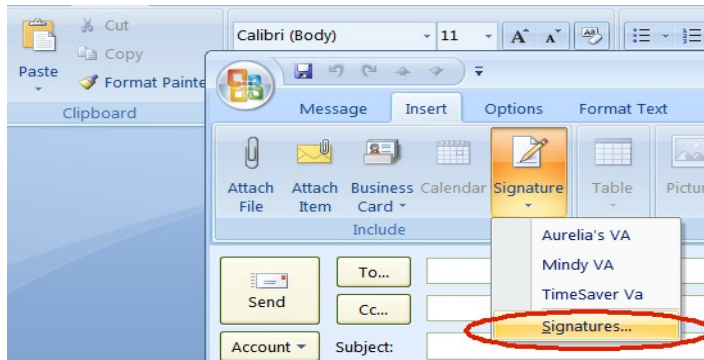
- a. Click small arrow below Signature



- b. Click on Signatures in Drop Down

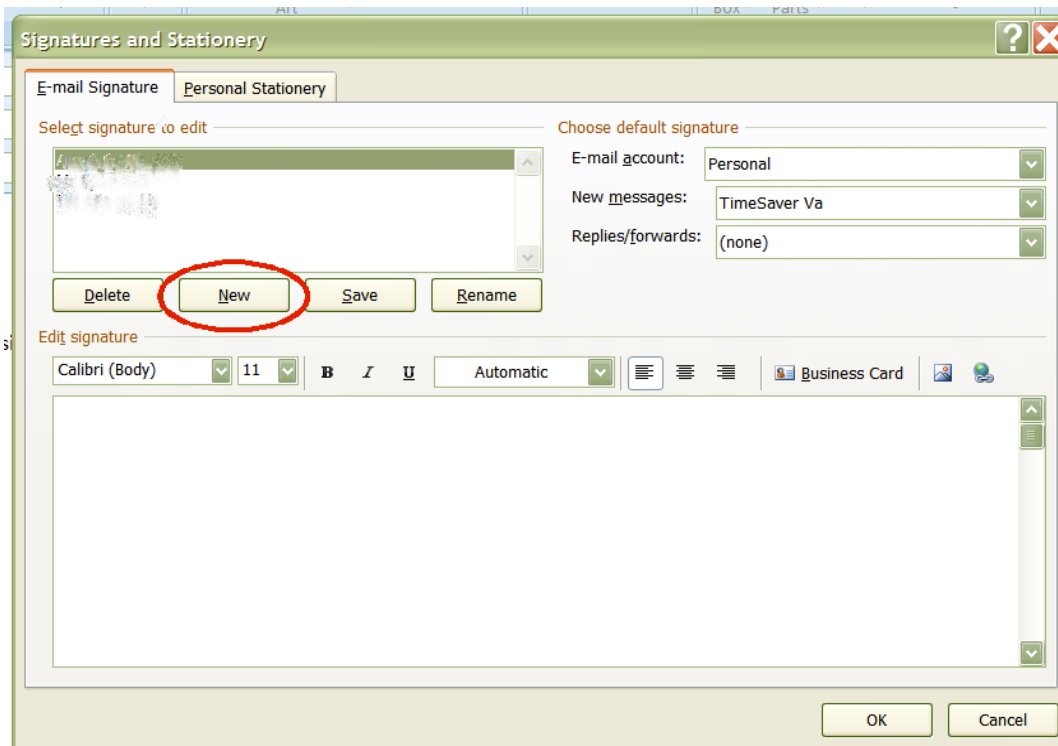
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5. Signatures and Stationery Window

- a. This window will open when you click on signatures
- b. Click New (circled in Red)



6. Signature Name

- a. New Signature window

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- i. Type in Name for this signature
- ii. Click ok

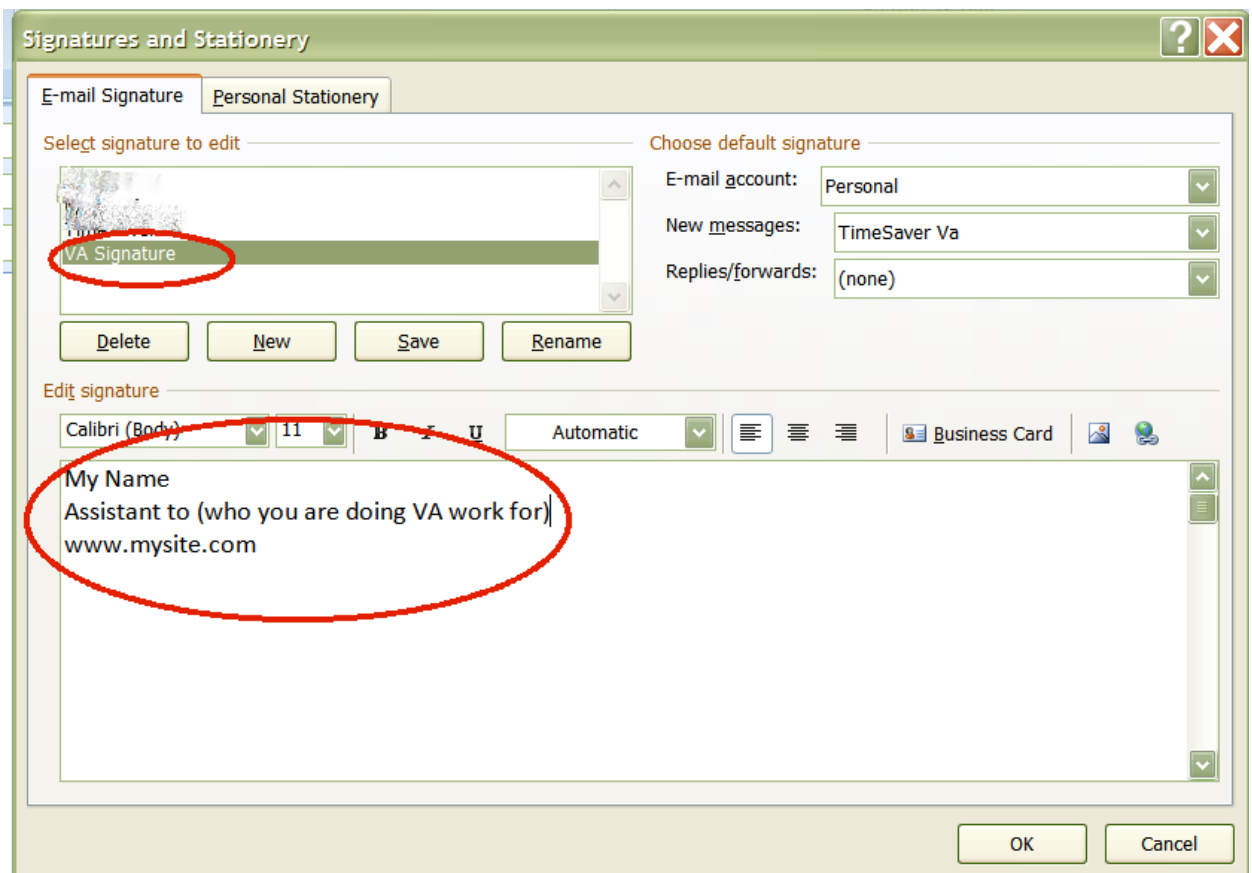


7. Adding Your Signature

- a. This window appears after you clicked ok
- b. The signature name created will be the highlighted signature
- c. Enter your info into the box below
- d. Click Save

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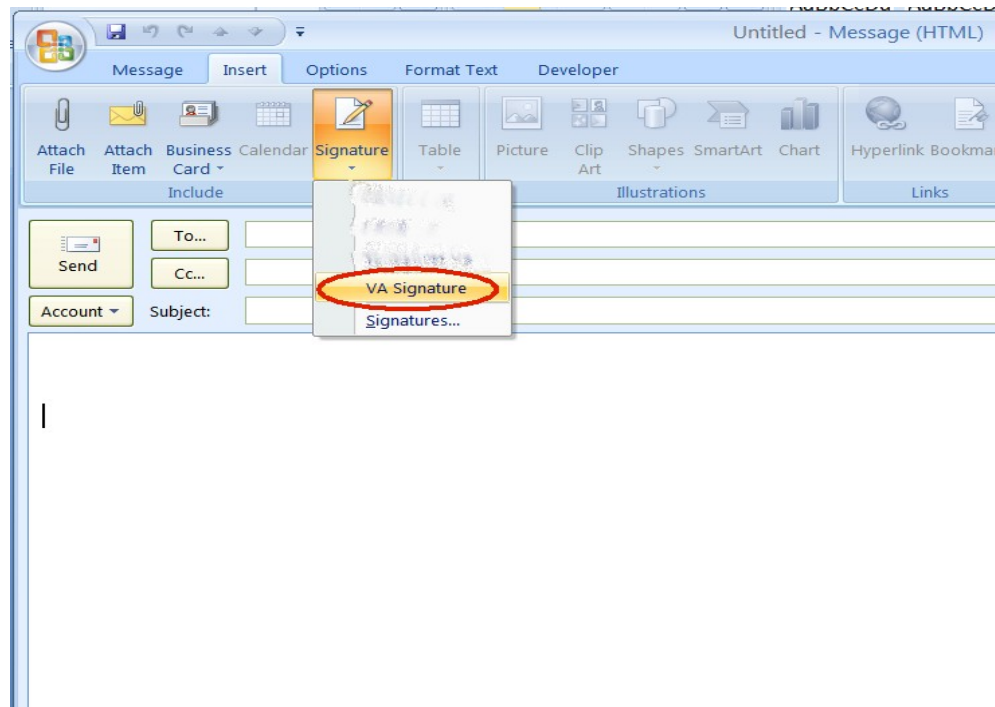


8. Inserting your Signature

- a. Click insert tab once back in Message screen
- b. Click Signature Button
- c. Click on Signature you want to insert

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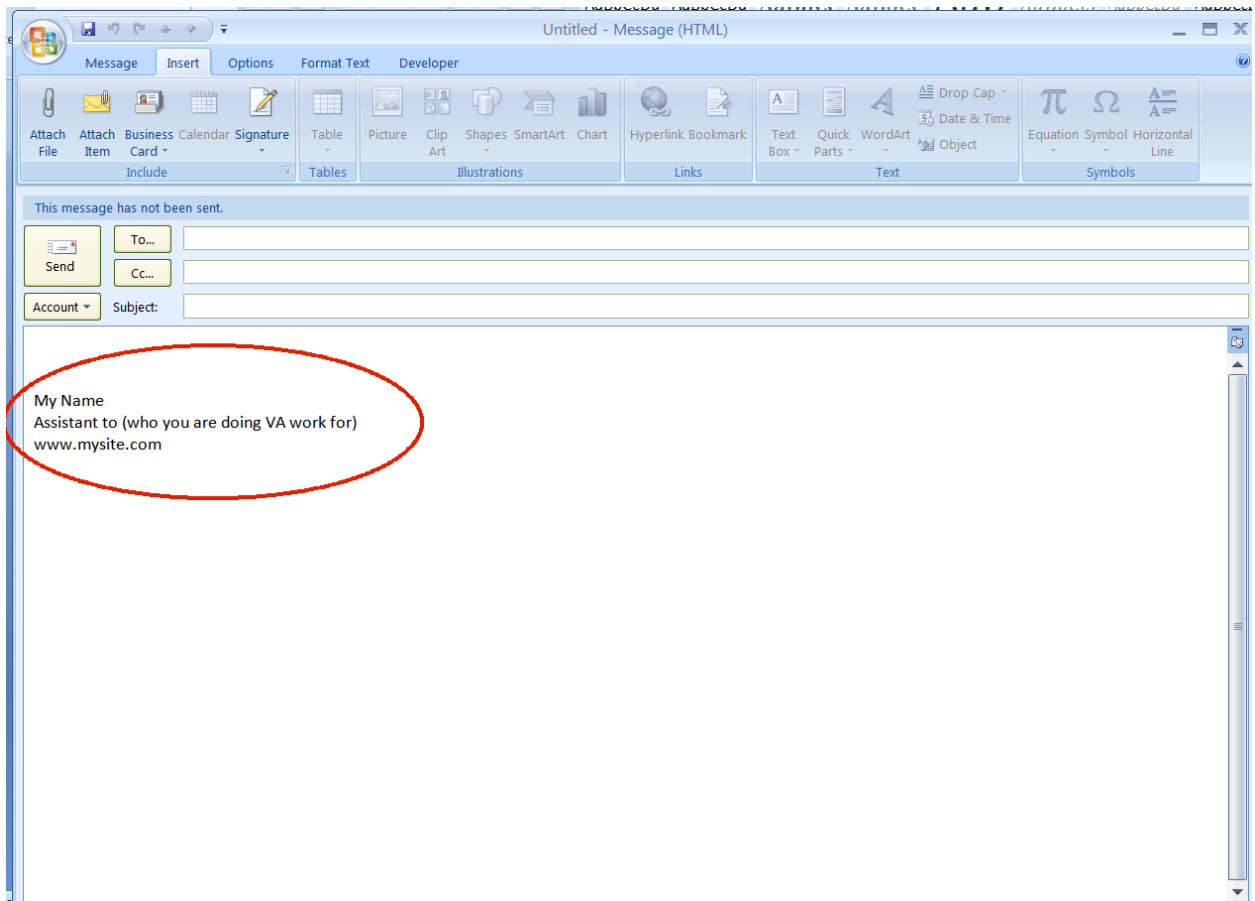
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9. Signature will appear

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