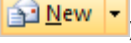
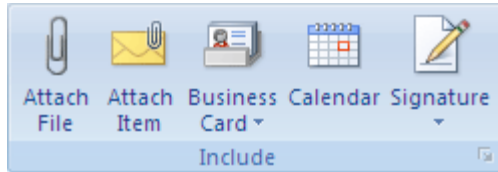


Create a plain signature

1. Create a new e-mail message (click **New** ).
2. On the **Message** tab, in the **Include** group, click **Signature** and click **Signatures**.





The **Signatures and Stationery** dialog box opens.

3. In the **Signatures and Stationery** dialog box, click the **New** button.
4. In the **New Signature** box, under **Type a name for this signature**, type the name for your signature and click **OK**.

The signature is added to your list of signatures and it appears selected.

5. In the **Edit signature** box, type the text for your signature.
6. If you want to, use the basic formatting commands such as **Font**, **Font Size**, and **Font Color** to give your signature some style.
7. When you're done creating your signature, click **Save**.

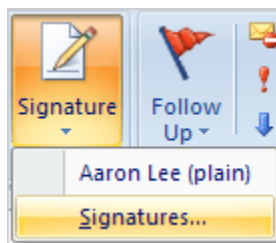
Create a fancy signature

To create a somewhat fancy signature, use the **Picture**  button and the **Insert Hyperlink**  button to add pictures and hyperlinks.

To create a really fancy signature, start in the Microsoft® Office Outlook® editor, in Microsoft Office Word, or in any other HTML-compatible editor. Use the tools available in that editor to create your signature. Then, copy the signature and paste the results into the **Signatures and Stationery** dialog box. (See the links at the top of this Quick Reference Card for detailed steps.)

Set or change the default signature

1. Open the **Signatures and Stationery** dialog box (in a new message, click the arrow under **Signature** and click **Signatures**).



2. Under **Choose default signature**, next to **New messages**, click the arrow for the list and select the signature that you want to use.

If you don't want any signature to be included by default, choose **(none)**.

3. If you want to choose a different signature to use for replies and forwards, make that selection in the box next to **Replies/forwards**.

If you don't want to use a default, choose **(none)**.

Note In many cases, applying a signature to new messages is enough, but applying one to messages you reply to or forward may be unnecessary. For example, in e-mail conversations that go back and forth between you and another person, signing each reply just clutters up the conversation.

4. Click **OK** and close the open message.

Apply a signature from the menu in a message

1. Create a new message.
2. Click the arrow under **Signature**.
3. From the list of available signatures, click the one that you want to use.

