

Have you noticed that some emails have the sender's contact information at the bottom (like this one)? This is called a signature. It is not typed by the sender every time, but rather set up as a default to be included on all sent messages.

You can create a signature by doing the following in Microsoft Outlook:

1. Click on "New" to begin composing a new message.
2. In the message box, you will see an icon that says "signature". Click on this button then on the word "Signatures".
3. Click on "New" to add a new signature and give this signature a name.
4. Type the information you want to include with your signature under the edit signature box. You can be creative with this and change font, size, etc.
5. Select "Save"
6. Adjust default settings, if desired. (I selected the signature to be sent in new messages and in replies and forwarded messages.)
7. Select "OK"
8. Send a couple of test emails to yourself to see how the signature will look.

If you prefer a visual to see how this is done, I have provided a link below.

<http://office.microsoft.com/training/training.aspx?AssetID=RP101861691033&CTT=6&Origin=RP101861681033>

Thanks!

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