**Creating Automatic Signatures in Outlook**

It's very easy to create a detailed signature in Outlook 2007. The one below gives email recipients all my contact information and an inspirational quote. As you can see, Lake Technical Center is a hyperlink to our website. This will save you time so that you are not constantly keying in the same information with every email.

Sonya Rosenglick
Digital Content Specialist
Lake Technical Center
2001 Kurt Street
Eustis, FL 32726
(352) 589-2250, ext. 1855

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."
--Maya Angelou

Open a new email and choose Signature, then choose Signatures.
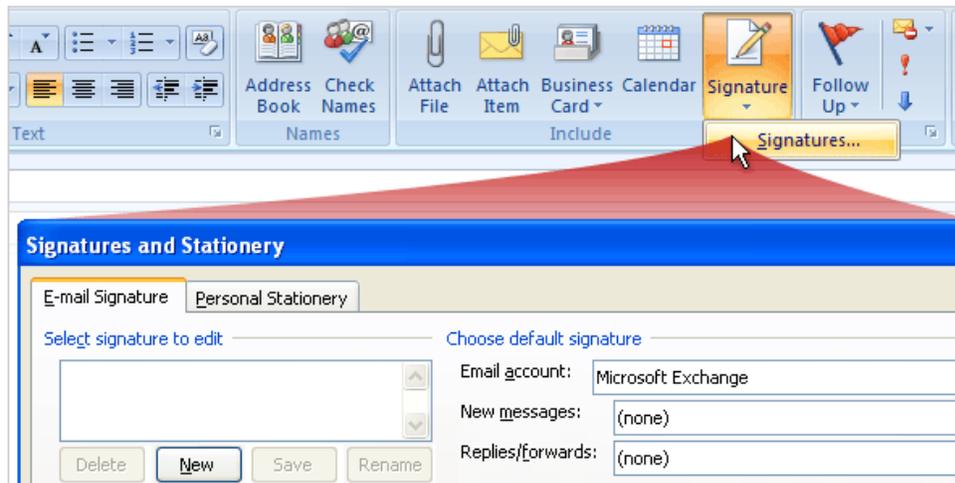
Then choose New and give your signature a name.

Type your text in the text box.
Specify some of the basic design elements of your signature, such as its font and font size.
Choose a color, if you want to.

To get a little fancy, you can use different formatting for different lines of your signature. Here we've made Pia Lund's name a different color from the rest of the text.

When you're satisfied with your basic signature, you click **Save**. That's all it takes to get your signature ready for prime time. Now, whenever you start a new email, your signature text will automatically be there. Try it!