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.



Open a new email and choose Signature, then choose Signatures.

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Then choose New and give your signature a name.

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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!

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1	Delete New Save Edit signature Calibri (Body) 2 ♥ 11 ♥ Best regards, Pia Lund Director of marketing Contoso, Ltd.	Edi <u>t</u> signature Arial V 8 V B Regards, PIA LUND Director of Marketing Contoso, Ltd.