

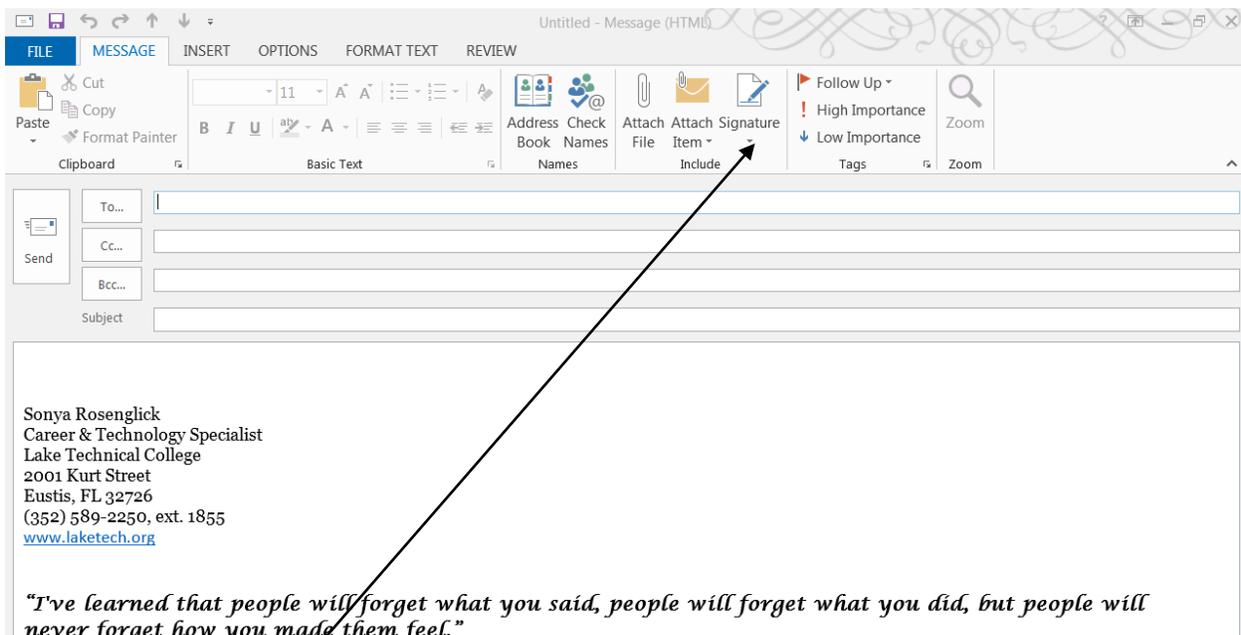
# Sonya's Tech Tip of the Week

## Email Signatures

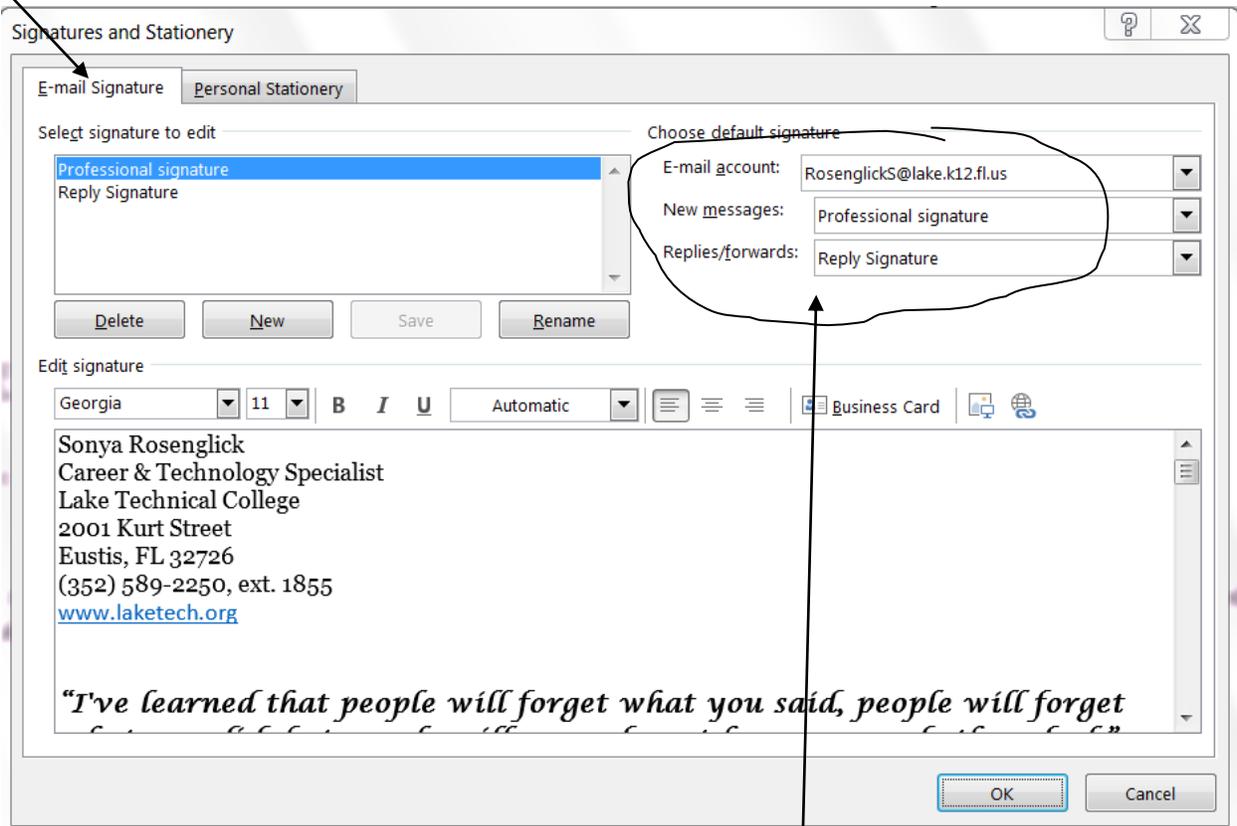
It's always nice to run across something that saves you time. Automatic email signatures do just that. My name and contact information appears automatically in any email that I start. I have also created a different signature for replies and forwarded emails. Here is how you can do it in Microsoft Office Outlook 2013.

With your Outlook 2013 program open, make sure that you are in the Mail section.

Then choose New Email, as though you are going to start a new email.

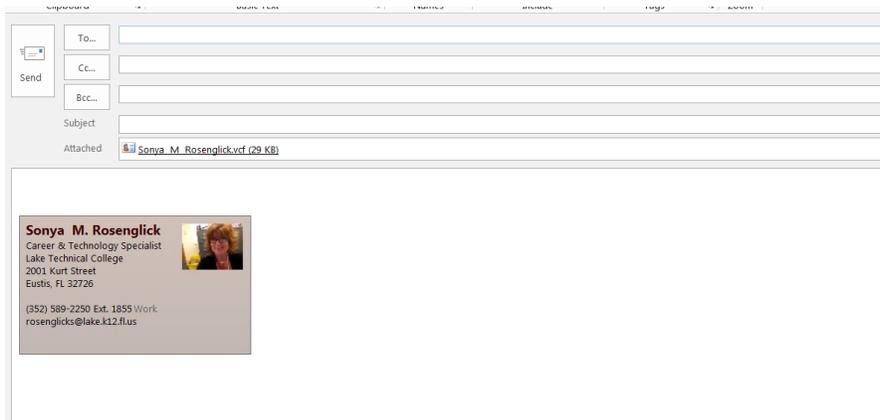


Then choose **Signature**, then **Signatures** from the drop down list. As you can see in the figure below, the **Email-Signature** tab must be chosen. You will then choose **New**, name the signature, and type the signature that you desire in the text box. On the right hand side, make sure that you choose which signature you want to appear in New messages and whether you want the signature to appear in replies/forward emails as well.



As you can see above, I have a different signature for New messages than I do for Replies/Forwards.

You can also make a business card signature, such as the one below:



The first person who sends me an email with a business card signature and photo on it (similar to mine) will win a special prize. Put the words: My Business Card Signature in the Subject line.