

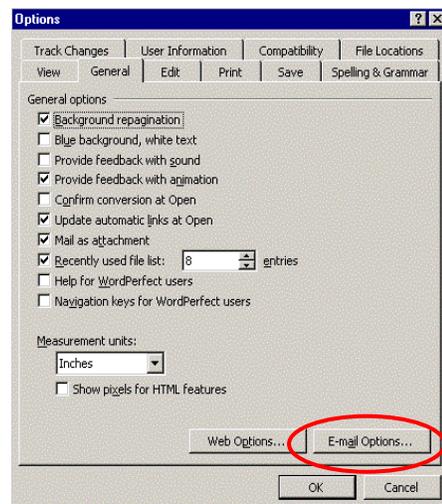
MS Outlook: Auto-Signature

Outlook can automatically add a short, customized “signature” at the end of every e-mail message. This how-to assumes that you are using Word as your default e-mail editor.

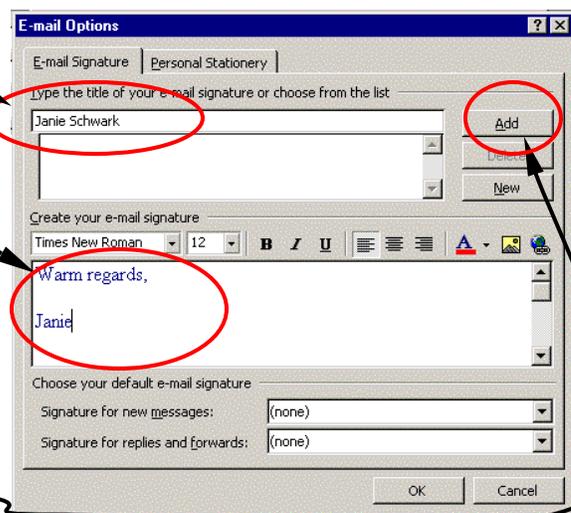
1. Start an e-mail message, or any Word document.
2. Click on the *Tools* menu item and select *Options*.



3. A pop-up window similar to the one on the right will appear.
4. Select the *General* tab
5. Click on the button labeled *E-mail Options...* at the bottom of the window.



6. When the *E-mail Options* window appears, enter a title for your signature.
7. Enter the signature, as you wish it to appear on the bottom of all of your e-mails. In the example, we used “Warm regards, Janie” but you may want to make it more formal and add your office phone number or contact information. **Notice** that you can format your signature to be in whatever font, size and/or style you choose.
8. When you have completed the signature, click the *Add* button.
9. Click the *OK* Button twice.



From now on, when you create a new message, reply to one, or forward one, you will see that your signature is automatically added at the end of the message.