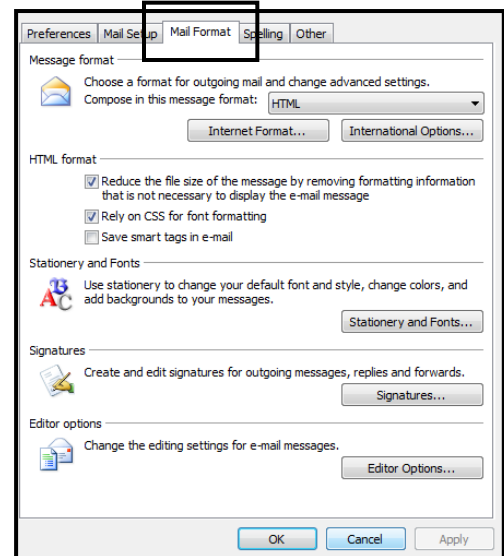


# Outlook 2007: Creating a Signature

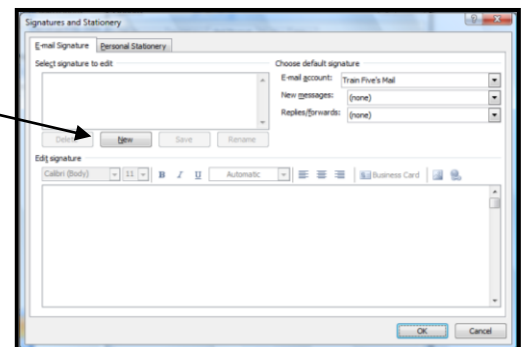
## Creating a Signature in Outlook

An e-mail signature consists of information that identifies the sender to the recipients. Custom signatures can be created for different types of audiences

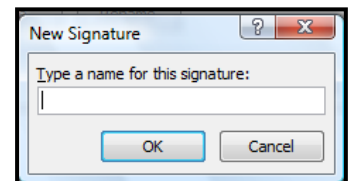
1. Click **Tools>Options** to open the *Options* dialog box.
2. With the *Options* dialog box open, click on the **Mail Format** tab.



3. Under the *Signature section*, Click the **Signature** button.
4. Click on the **New** button.
5. A new window will appear.



6. Type a **name** for the primary signature on this account. It is used for identification purposes for this account. (It may be the only signature on this account or one of several on this account.)
7. Click **OK**.



8. An updated window appears.
9. Begin entering *signature information* in the bottom half of the window. This is a **WYSIWYG** editor so add spaces and new lines to signature text.
10. **Formatting of the signature** can be done before or after the signature is completed by using the font, size, color, etc. options in the **Edit** signature window.
11. **Confirm that this signature is chosen as the default for this e-mail account, New messages and Replies/forwards.**
12. Click **OK**.
13. The window will return to the **Options>Mail Format** window.

