

Create An Email Signature In Outlook

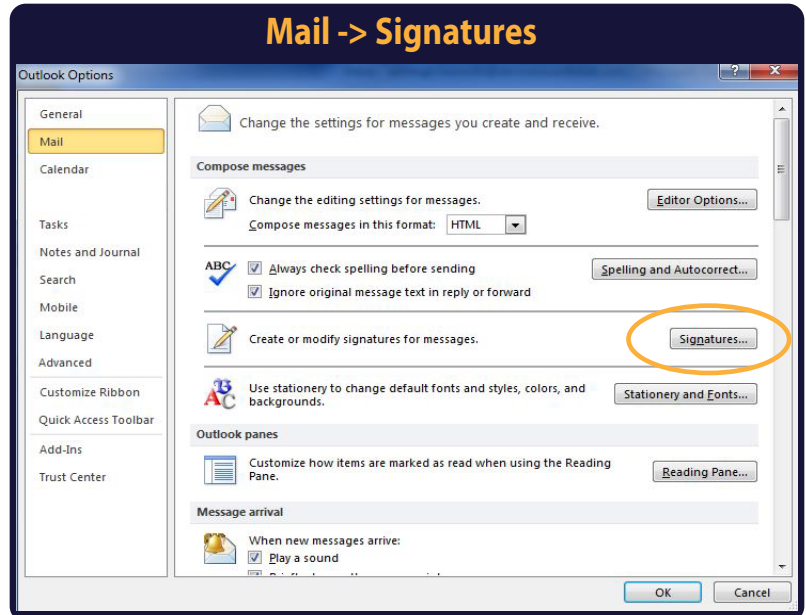
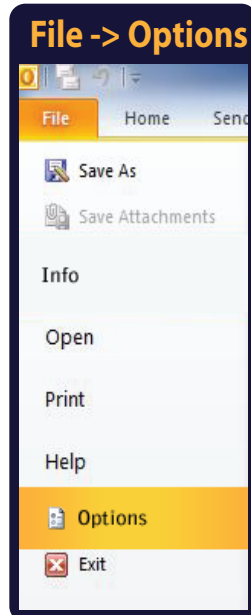
Most email clients and services support signatures. If you don't use this version of Microsoft Outlook as your email client, look for "signatures" in email options, tools, or preferences.

Different email signatures can be used when creating messages, depending on what events are being promoted by your company.

You can insert images into your signature, such as your company logo. You can also utilize this space for quotes, promotions, or invitations.

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1. Find the signature menu by following this path:



2. Select a current signature to edit, or create a new one.

In the space provided, you can choose your own colors and fonts for a fully-customized signature line.

3. Choose your default signature

You can set different signature lines for new messages and forwards by selecting the dropdowns on the right-side of the signature menu.

If you are using multiple email addresses in your outlook, you can select different default signatures for each address you use for outgoing messages.

