



MCS Exchange

Signatures in Outlook 2007

Document Description: All staff on the Exchange email server using Outlook 2007.

For user by: All staff on the Exchange email server using Outlook 2007.

Quick Start:

Creating a Signature:

- 1) From the **Tools** menu
- 2) Select **Options...**
- 3) Navigate to the **Mail Format** tab
- 4) Click the **Signatures...** button
- 5) Click the **New...** button
- 6) **Type a Name** for the Signature
- 7) **Write the contents** you want to appear in the Signature
- 8) Click **OK** (three times)

Inserting a Signature:

Note: these steps are only if you want to use a different Signature other than that which will be applied by default when creating any new email.

- 1) **Create a new message** as normal
- 2) From the **Insert** menu
- 3) Select the **Signature...** option
- 4) **Choose** the **Signature** you want to use
- 5) Click **OK**

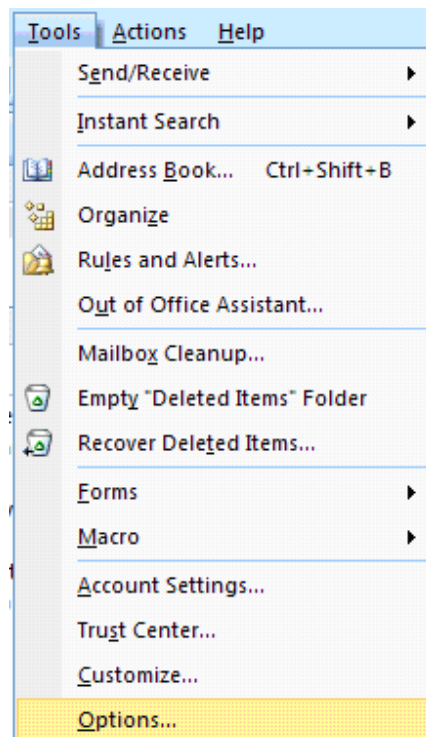


1. Background

These instructions are to illustrate how use the Signature feature within Outlook 2007. Signatures are used to populate the bottom of an email with predetermined text for a staff members or role based user details. More than one signature can exist for a single user email profile allowing you to set up multiple details for inclusion as needed.

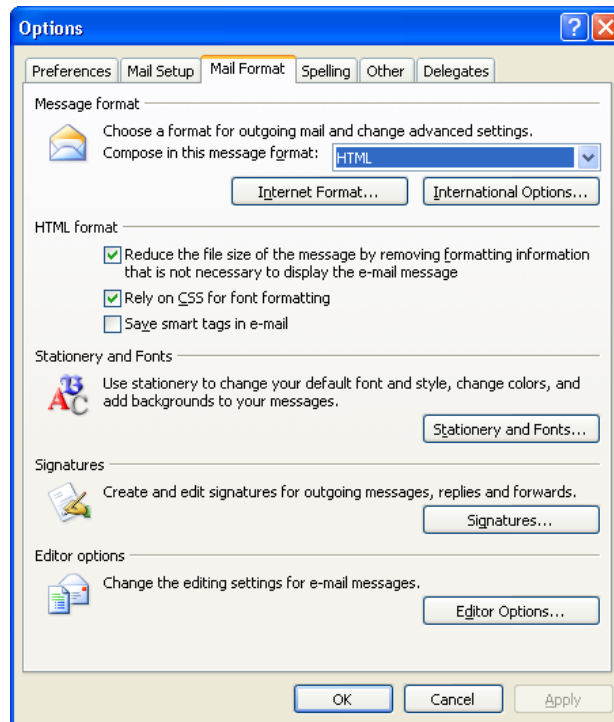
2. Creating a Signature

2.1. From the **Tools** menu, select **Options**

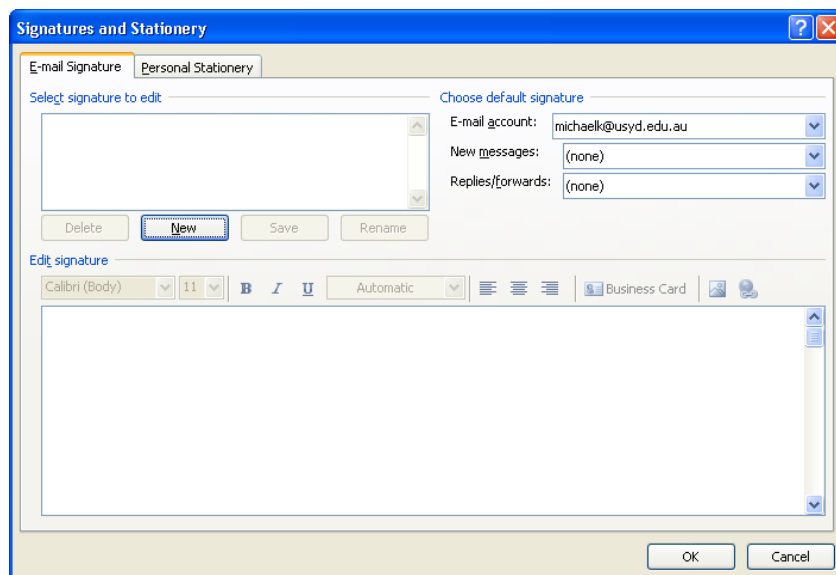




2.2. Navigate to the Mail Format tab and click the **Signatures...** button



2.3. From the Create Signature window, click the **New...** button

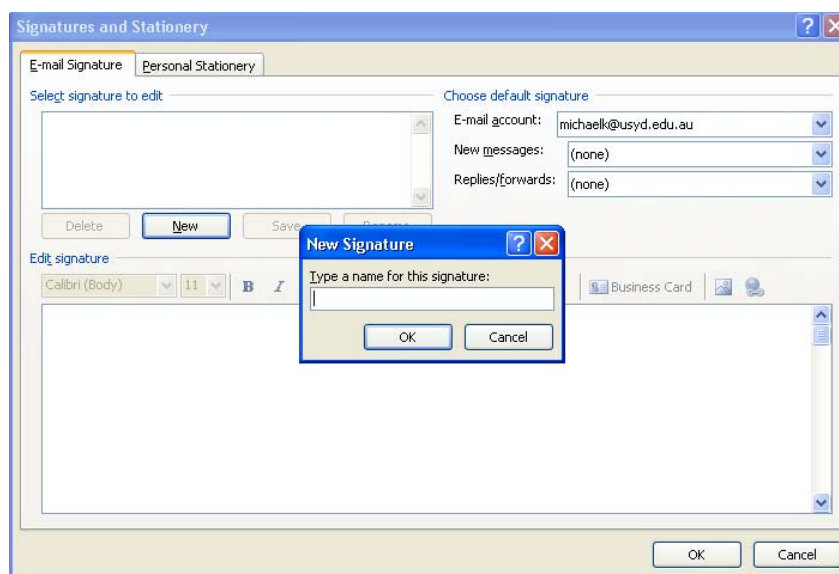




2.4. **Type a Name** for the new Signature.

*In this example we are creating the Signature for Exchange Test 2, so have called it ET2.
Leave the 'Start with a blank signature' option selected.*

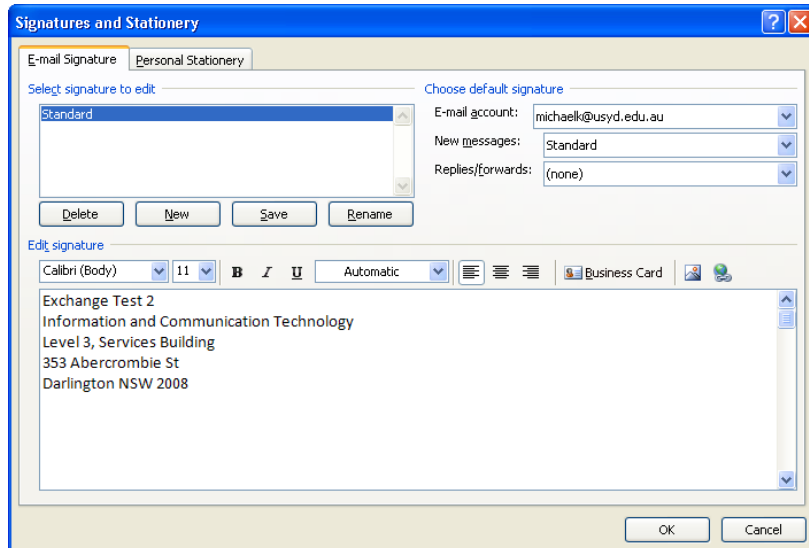
Click the **Next>** button.





2.5. **Type the text** that you would like to appear in your Signature in the Signature text area.

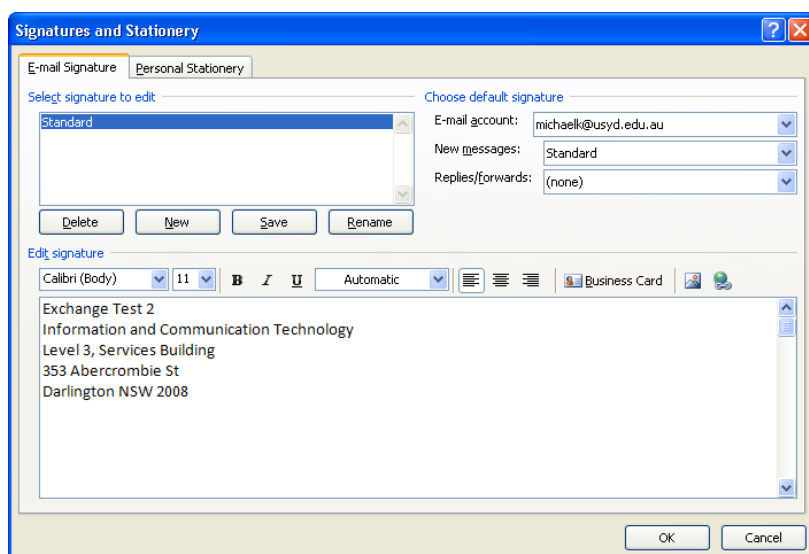
Once you've entered all necessary text, click the **OK** button.



2.6. You'll now see that in the Signatures and Stationery window your newly created Signature name.

To create additional Signatures, click on the New button to develop as many as are required.

Click **OK** when you've finished creating your Signature(s).
Sub Heading

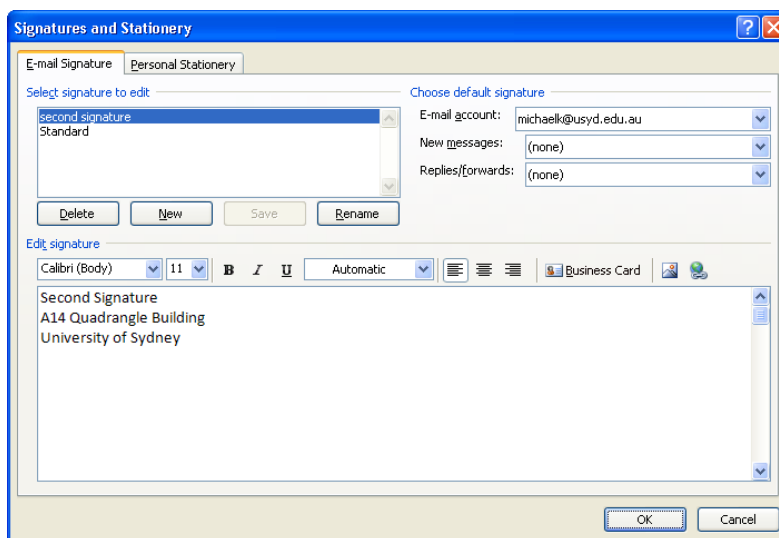




3. To Select which Signature to use by Default

3.1. By default, creating the first Signature using the steps above will result in the details being automatically entered at the bottom of each new message.

To change the signature you use select the New Messages; pull down list under the [Choose default signature](#) and select the signature you wish to use. You can also specify if you wish to add a signature for Replies\Forwards as well.





4. To Insert a Signature into an Email

4.1. Open/create a new mail message as normal. Click on Mail then new.

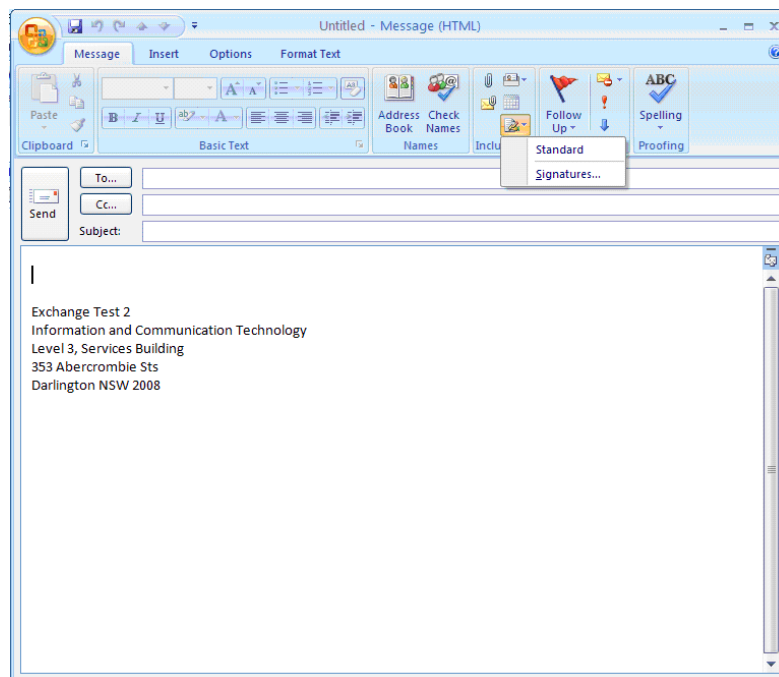
When you do this the default Signature as selected in 3. above will be displayed – there is no need to manually insert one.

However, if you've chosen <None> to be displayed when creating a new message, then you need to:

4.1.1. From the **I**nclude Tab;

4.1.2. Select the  option Signatures.

4.1.3. A drop down list of signatures you have created appears. Choose the signature that you wish to include in your email.





4.2. The selected Signature will now appear in your email as shown.

