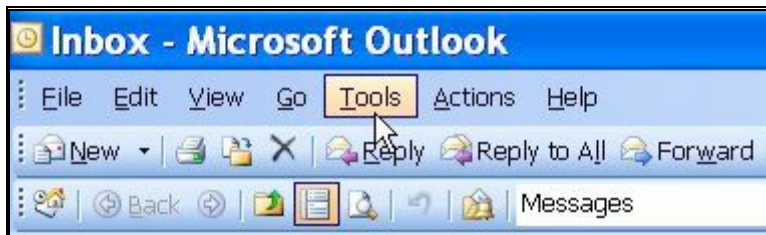




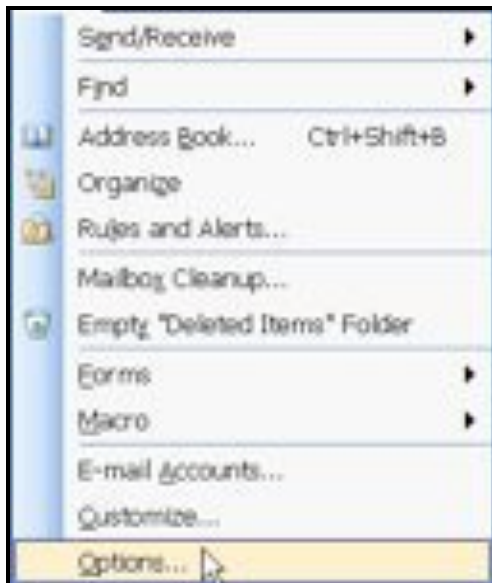
USD E-Mail Signature Microsoft Outlook 2003 Tutorial

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1. Launch **Microsoft Outlook** on your computer if it is not already open.



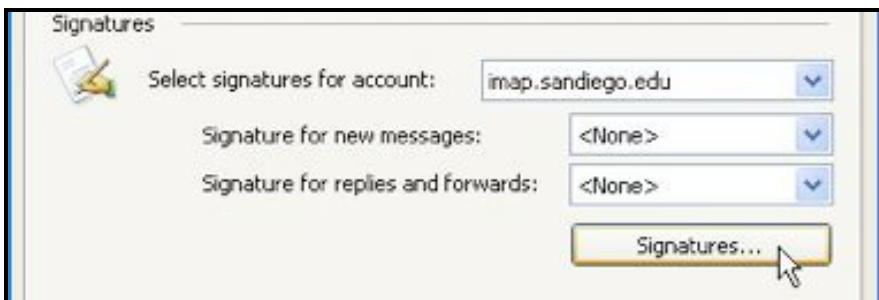
2. Click on **Tools** at the top of the screen and a drop-down box will appear.



3. In the drop-menu, select **Options** which will open the Options window.



4. Select the **Mail Format** tab shown above.
5. You will notice the **Signatures** section at the bottom.



If you have configured a signature in Microsoft Outlook, your **Signatures** window will appear as shown above with **<None>** selected for both new messages as well as replies and forwards. If you currently do have a signature formatted, you will see the name of your signature rather than **<None>**.

6. Click **Signatures** to bring up the **Create Signatures** window.



7. Select **New...**

If you have an old signature you can opt to edit it by selecting **Edit**, however creating a signature is just as easy.



8. Enter a name for your new signature such as **USD**.
9. Make sure **Start with a blank signature** is selected.
10. Click Next.



11. Type your contact information in the textbox following the template below:

Diego the Torero
Title
Department Name
University of San Diego
Building Name, Room Number
5998 Alcalá Park
San Diego, CA 92110-2492
Phone: (619) 260-0000, ext. 1111
Fax: (619) 260-0000
diegothetorero@sandiego.edu
www.sandiego.edu

12. Click the **Font** button.



13. The entire signature should be **Arial 10** font with the color set to **Navy**.

14. Your name **and only your name** should be bold. In the example **Diego the Torero** is in bold.

15. Click **OK** in the Font window to exit.

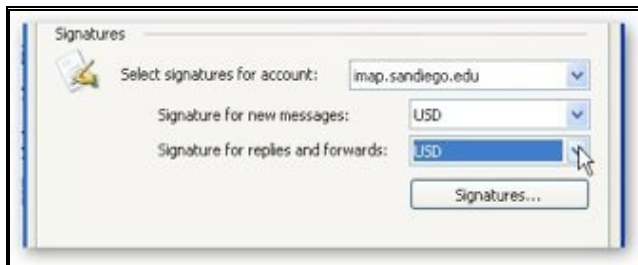
16. Click **Finish** on the **Edit Signature** window.



17. You should now see a preview of the signature you just created.

18. Review and **Edit** if necessary.

19. If the signature is correct select **OK**.



20. You should then be back in the **Options** window.

21. Under **Signatures** make sure the appropriate account is selected for new messages as well as replies and forwarded messages.

- You can have different signatures depending on the type of message if you prefer. In this example the signature name was USD.

22. When you have selected your signature name in the drop-down menus, press **OK**.

23. Test your new signature by opening a new e-mail message as you normally would. Your contact information should appear similar to the picture below. Compose your message above the signature and send your message as usual.

