

## Creating a Signature in Outlook 2007

This document demonstrates how to create a signature in Outlook 2007. In actuality, Outlook allows you to create *multiple* signatures and provides a mechanism that allows you to select a specific signature for each email that you send. Using a custom signature based on who you are sending the email to may seem to be an additional effort, but having multiple signatures to choose from and using them effectively will be well appreciated by the recipient. It is also good netiquette to be judicious in the use of signatures.

If you are an administrator and faculty adjunct, you would want to have at least two signatures that reflect these roles. You might have another that provides a Virtual Card File (VCF) that automatically allows the recipient to add your contact information to their Contacts folder. Perhaps another that includes a confidentiality statement. Finally, you might want a simple default signature for those you email frequently and no longer need to provide a long, detailed signature or VCF. Remember, you can always replace the default signature before sending.

1. **From the primary Outlook application window Menu toolbar, select Tools > Options... (figure 1) This action opens the Options dialog window (figure 2, next page)**

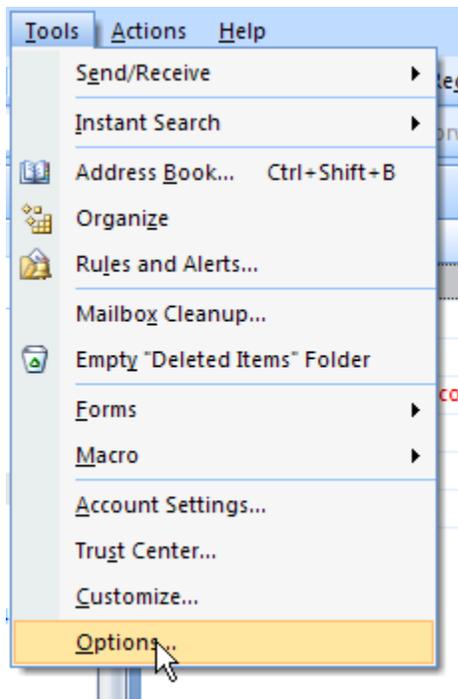


Figure 1. Tools menu

2. **In the Options dialog window select the Mail Format tab and click the Signatures... button in the Signatures section of the page (figure 2, next page). This action will open the Signatures and Stationary dialog window (figures 3 and 5, page 3).**

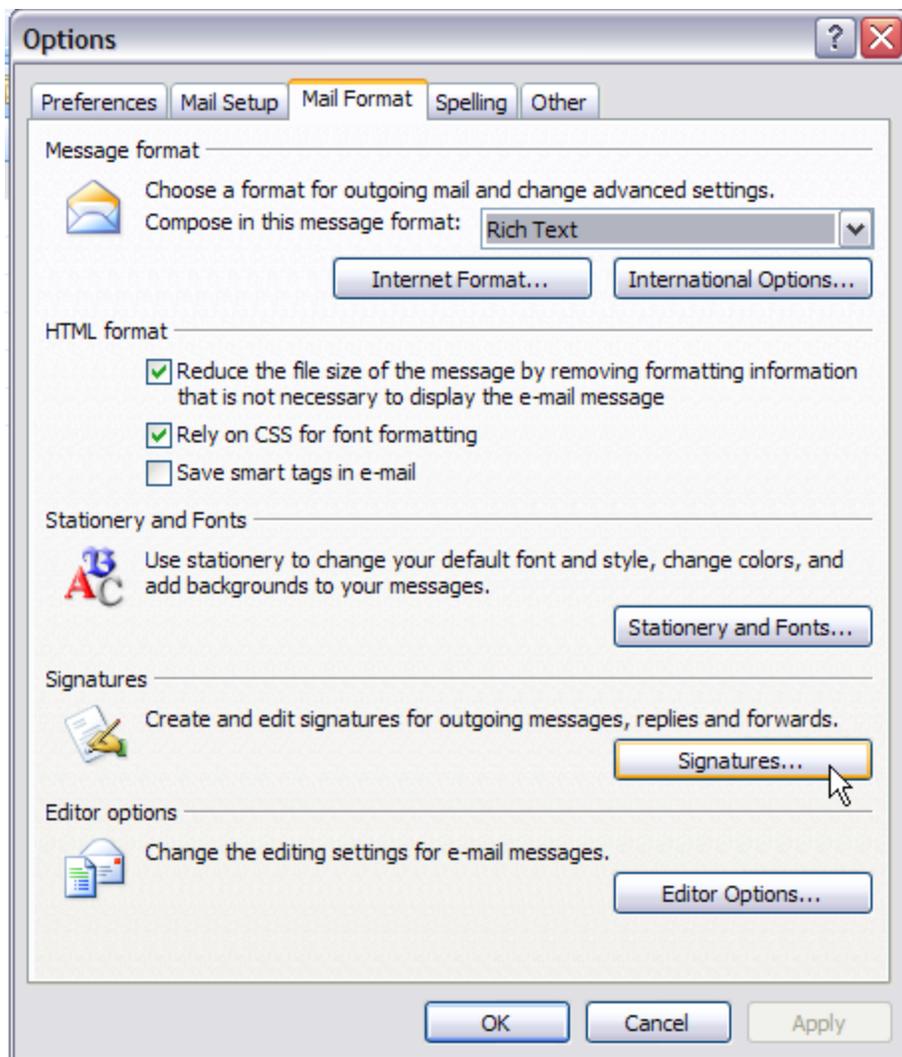


Figure 2. Options dialog window

#### NOTES:

- In the Message format section, you can change the default from “HTML” to “Rich Text”. Figure 2 shows Rich Text, but use HTML as the default.
- Stay away from using Stationery and (Special) Fonts. Using fancy stationery and fonts increases the size of email messages needlessly and only serves to slow transmission of the message.
- While you are on this dialog window, you may want to click the Spelling tab and turn on the spelling and grammar checker.
- The Other tab is where you set your default Delete folder clearance, default Auto-archiving specification, and other parameters.

Continue with Step 3, next page...

3. Click the New button to add your first signature. You will be prompted for a New Signature name in a new dialog window.

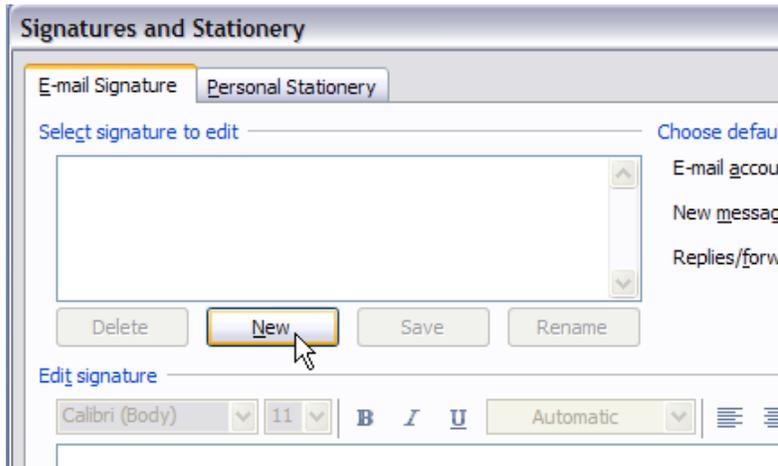


Figure 3. Section of Signatures dialog window

4. Enter a name for the signature and click the OK button. In this example, we are creating a very short sign out that will be used as the default signature for an administrator account. The name reflects this.



Figure 4. New Signature name dialog window

5. Now that you have created the signature name, you can enter your signature information. Click the Save button to save the signature. Repeat steps 3 to 5 to add more signatures.

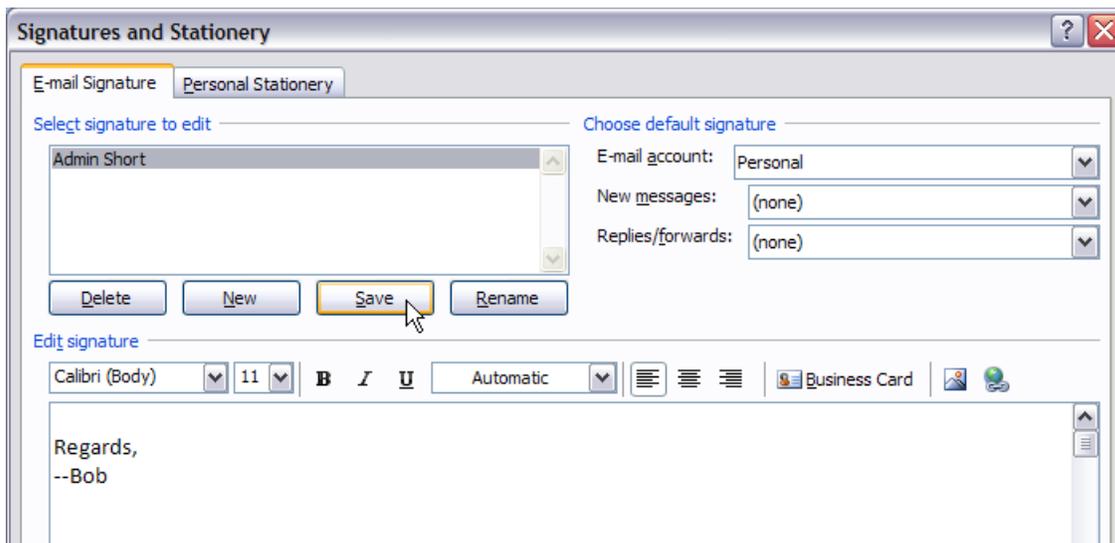


Figure 5. Top section of Signatures dialog window

**Notes:**

- **Create a long version that includes a sign off, formal name and full contact information. The following is an example format:**

**Regards,**  
**First Name**

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<Full Name>, <Title>  
 New Jersey City University  
 <Department>  
 <Division>  
 <Building>, Room <number>  
 Vox: <telephone>  
 Fax: <fax number>

The email address is not included. It is not necessary. The recipient has this information in the “From” line of the message which can be used to start a new contact record by simply shortcutting (right-clicking) it!

- **Create a virtual contact file (VCF) “signature” that can be clicked on by a recipient who also uses Outlook to automatically add your information to their Contacts folder. It looks like the following example VCF:**

**Prof. Velasco**  
 New Jersey City University  
 Adjunct Professor

(201) 200-2119 Work  
 teacher1@njcu.edu  
 Computer Science Department  
 2039 Kennedy Blvd.  
 Jersey City, NJ 07305  
 http://faculty.njcu.edu/jvelasco

To do so, exit out of the Signature and other dialog windows to the main Outlook window. Add a contact record to your Contacts folder with *your* name as you want it to appear at the top of the VCF and complete as much information as you wish. Come back to the Signature dialog window and add a new record. Name it appropriately. Click the “Business Card” button on the Edit Signature formatting toolbar. Save the signature.

6. Finally, (optional) select a default signature for New Messages, Replies/Forwards.

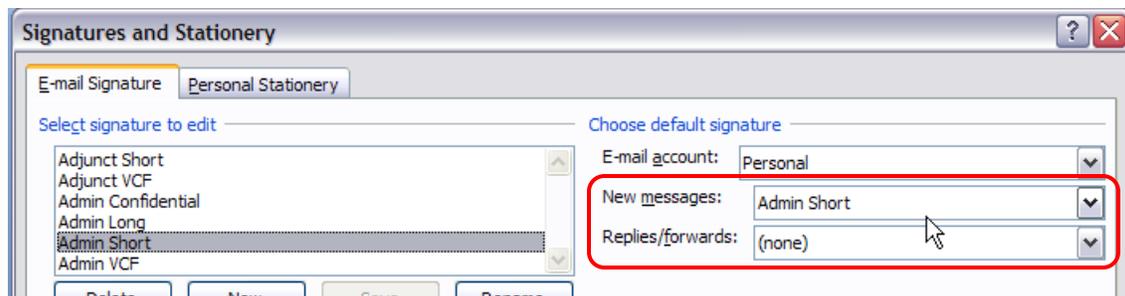


Figure 6. Top of Signatures dialog window showing multiple signatures, and New/Reply option boxes highlighted

**Notes:**

- Outlook can be configured to access *multiple* email accounts in each Profile defined. You can select alternate New and Reply signatures for each account. Select an account using the E-mail account input box drop-down menu (above New/Reply boxes in figure 6) and repeat Step 6.
7. Close the Signatures and Stationary dialog window by clicking the OK button at the bottom of the window.



Figure 7. Bottom of Signatures dialog window

8. Close the Options dialog window by clicking the OK button at the bottom of the window (figure 2, page 2).

**Manually Selecting Alternate Signatures**

1. Start a new message.

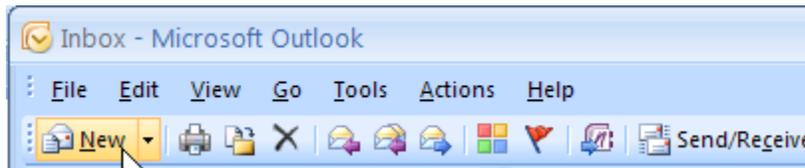


Figure 8. Section of the Outlook main application window

2. Complete your message. Note that the default signature (if assigned) has been inserted.
3. Navigate to the Insert ribbon and click the Signature button and select an alternate signature. This action will replace the default signature in the message.

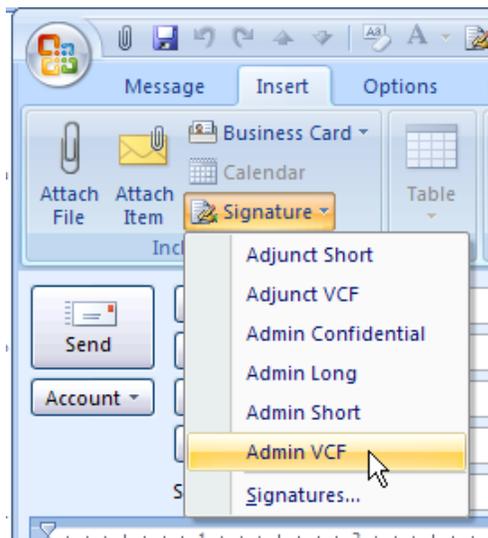


Figure 9. Section of New Message editing window