

# Creating A “Signature” for your Outlook Email

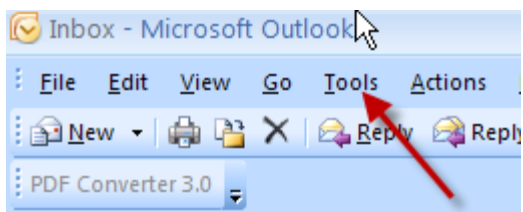
In order to stay within our corporate compliance requirements, you need to create what the *Outlook* program calls a “signature” and in it, include our branded logo and the non-disclosure statement in your signature of your outgoing emails. Also, for uniformity in our business branding, we want the included logo included.

For your convenience and ease of learning to do this, print out this how-to document and if you have the free *Adobe Flash Viewer* on your computer, watch this video using this case-sensitive link:

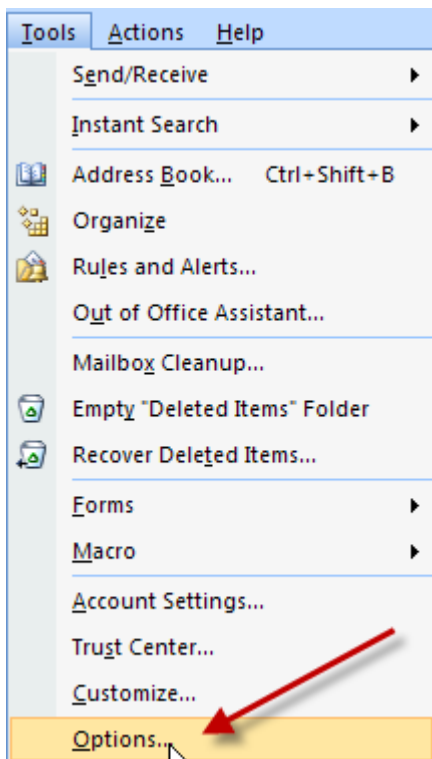
<http://www.screencast.com/t/ZDNiYmRjY>

Creating an Outlook signature isn’t something that can be done for you and emailed for your use. Actually, every one of us needs to make our own. This document will tell you how to accomplish this. If you have any problems, call Philip Siddons (250-2422) or Pam Arbogast (250-2424) or Sheron Jones (250-2423) for assistance. It should take you about 2 minutes.

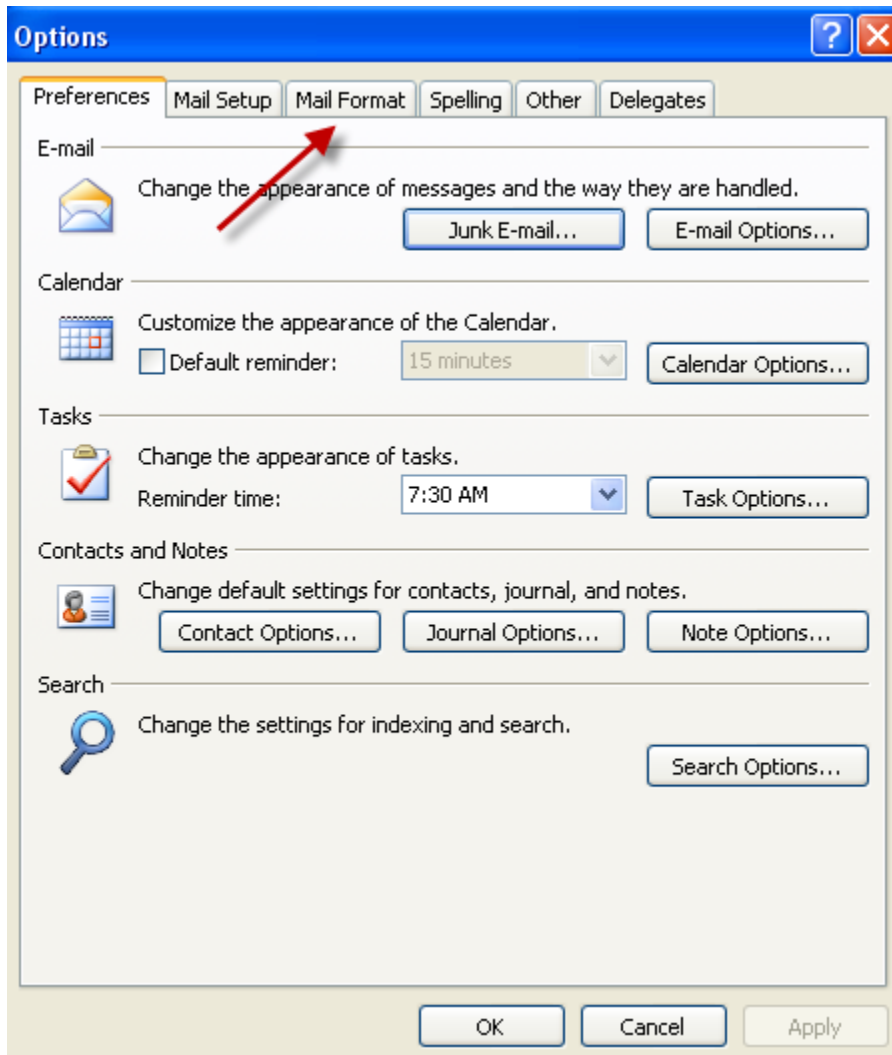
1. Open *Outlook* and click on the **Tools** menu



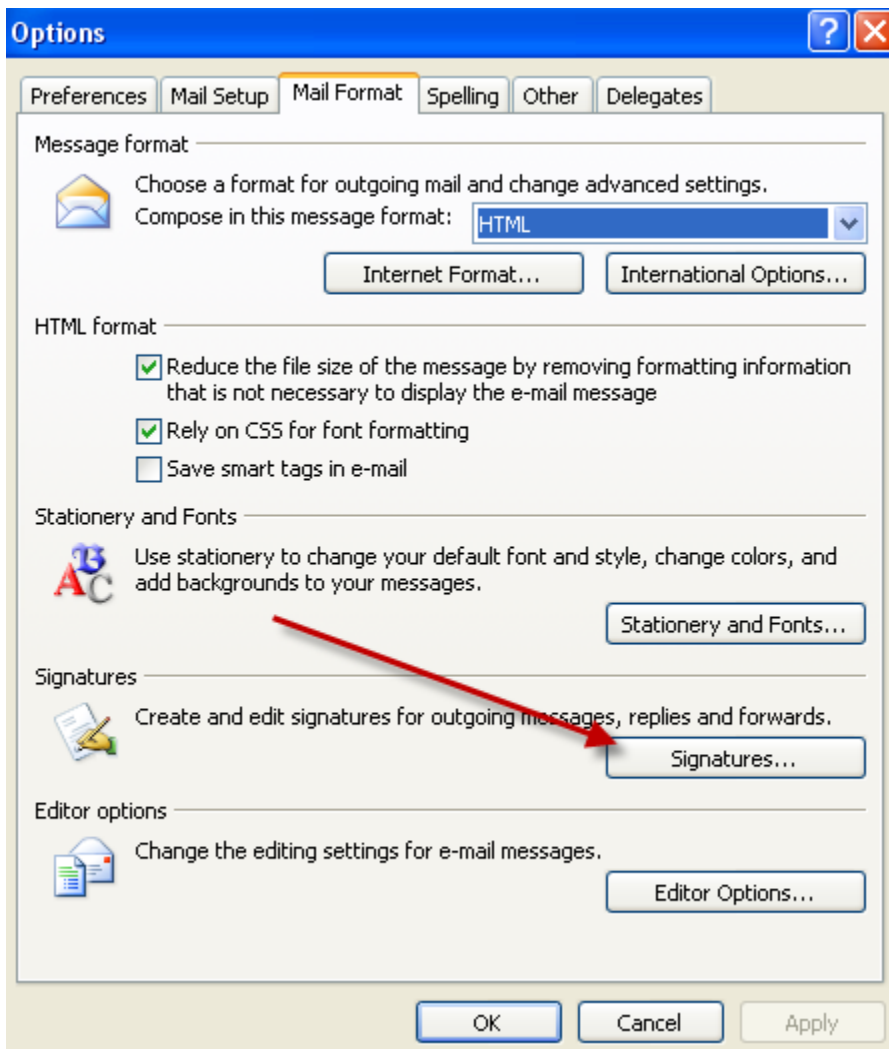
You will see this so click on the **Options** menu choice.



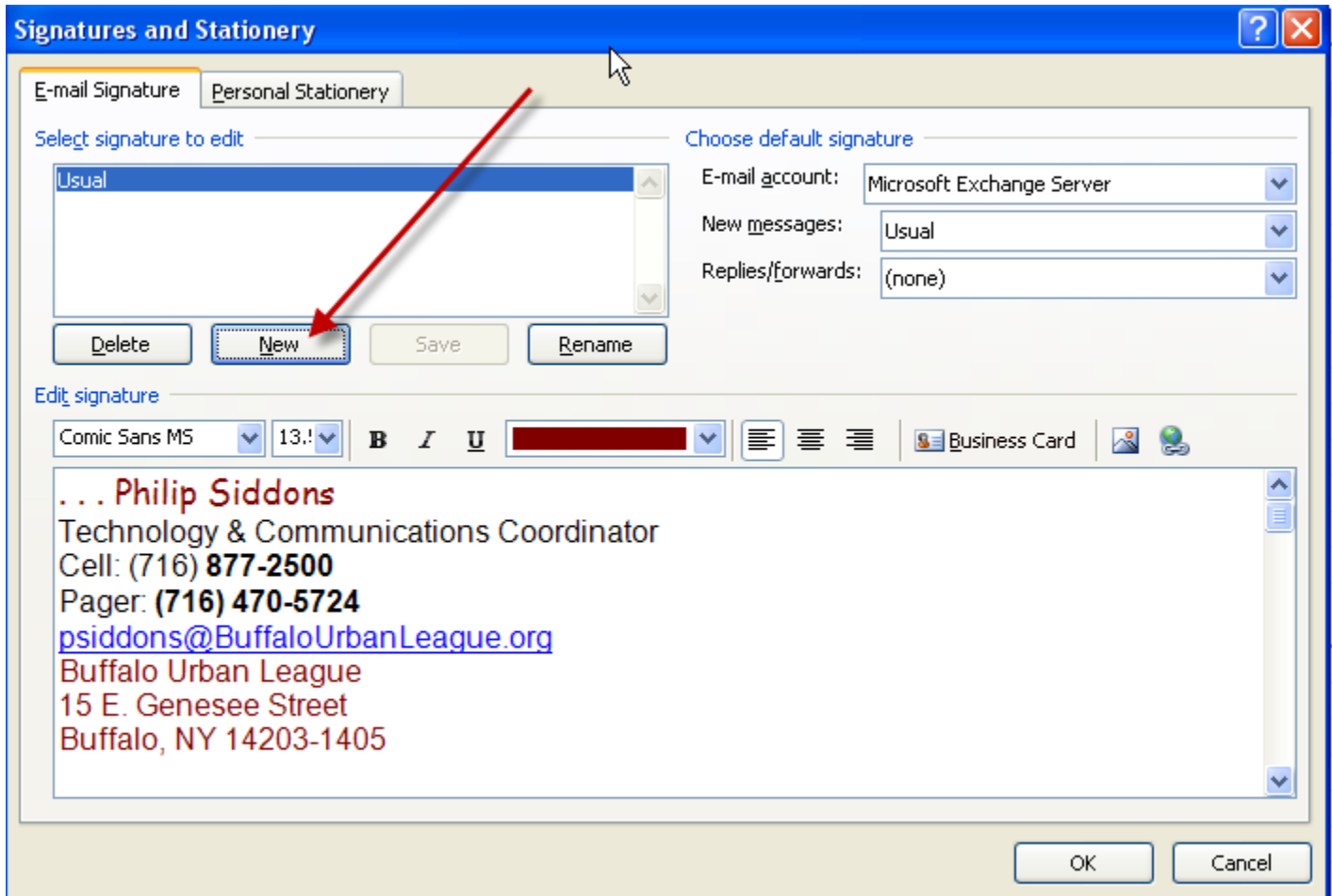
You will next be taken to this **Options Page**. Click on the **Mail Format** tab (see red arrow):



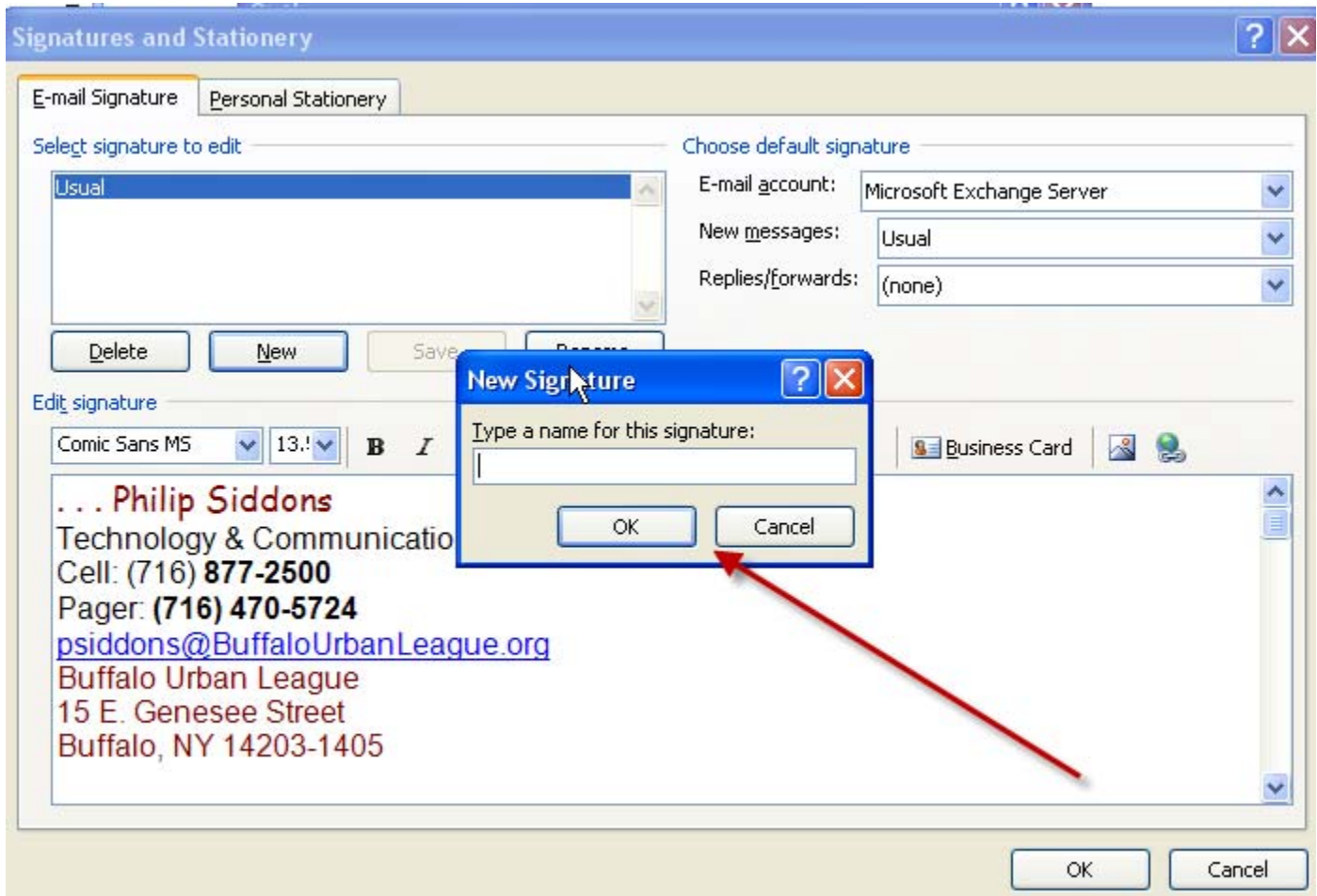
In the Mail Format page, click on the **Signatures** button (see the red arrow below):



In the Signatures area, you may see your current signature or nothing at all because one hasn't been made as of yet. Click on the New button (see red arrow below):



A small “New Signature” window pops up, asking you to name your signature. This is where you would give it a name that you would recognize as the signature you desire to normally use. In this screen shot, you see that my previous signature was named “Usual.” For the sake of coming up with a different name for my new signature, I decide to call my new one “Normal.” Call your signature anything you want and then click on the **OK** button.



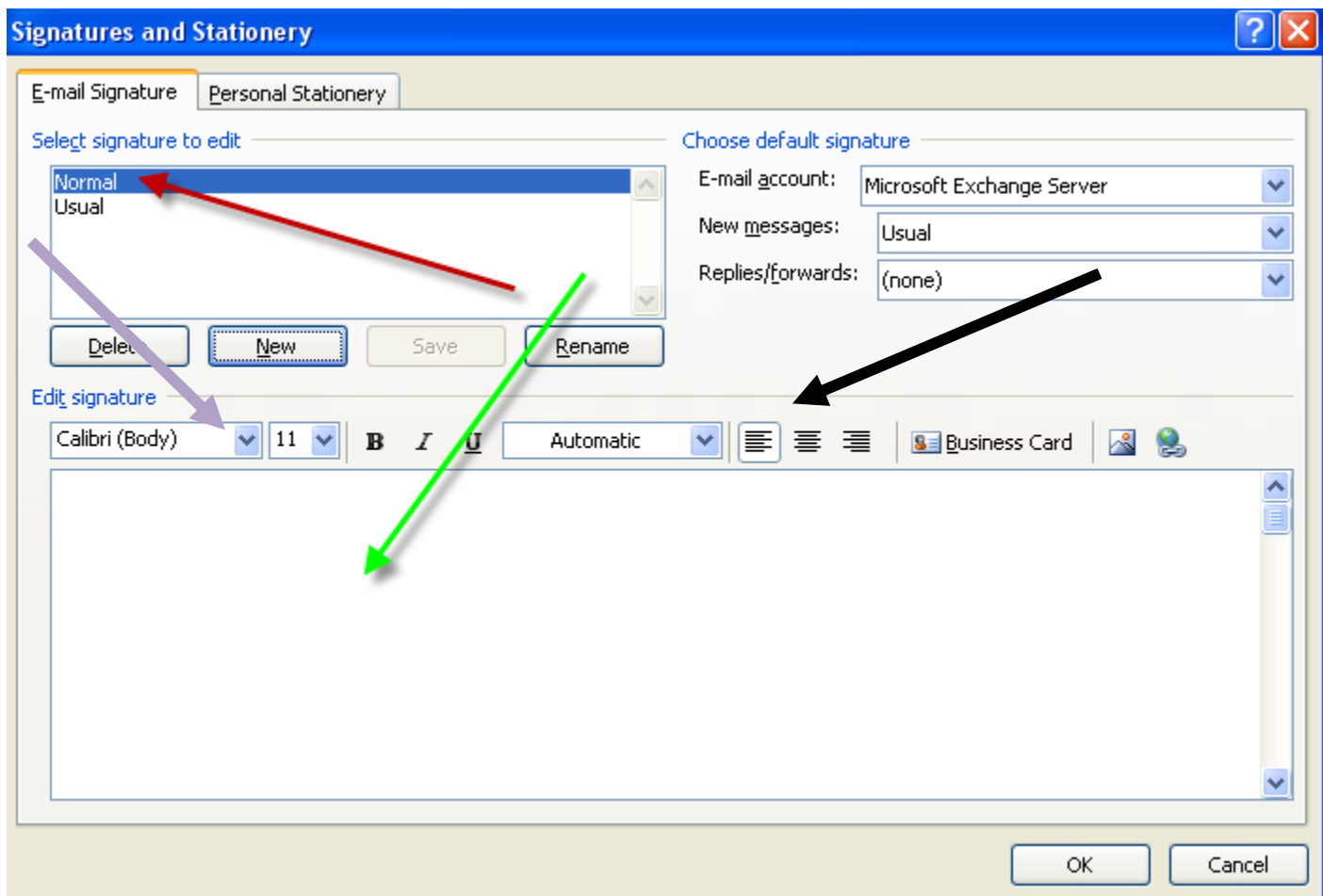
Notice, here, that my old signature shows up in the list as “Usual” but the one I am about to create shows up as “Normal” (see red arrow). Notice, also, that there is nothing in the area below (green arrow). That’s because I haven’t typed anything there as of yet.

Let’s do that. Click your cursor down in the area to which the Green Arrow (here) points and type your signature. You want to set your font type and size (purple arrow) before you type as well as alignment (black arrow).

A word of mild caution: When computer word processing software first came out, people went kind of crazy with all the font size, type and alignment choices. Business people looked at such widely-ranging indiscriminate use of fonts and colors and referred to it as the “Ransom Note” effect. You know, when kidnappers would cut letters out of magazines and paste them in their ransom note to avoid showing a distinguishable handwriting.

Anyway, a general rule of wisdom and taste is to keep your signature approximately in the same typeface as what is in your letter. If you make it italic and bold or with color, your readers will think you are a frustrated art major who never got a job in your field or that you are secretly a kidnapper on the side. In the one I’m making here, I’m keeping mine in Times Roman normal but I’ll drop the job title to a slightly smaller size of the same font. The name will be Times Roman 12 and the title will be 10 point. When it gets to a website and email, the system will change it to a standard format.

On the next page is a note about what you should now include in your signature.



## What to Include

As a list:

1. **your name, title,**
2. **Telephone numbers** you want to include
3. **Email address**
4. **Mailing Address** (don't forget your plus-4 zip)
5. And **this corporate logo** (I'll tell you how to place it in there).
6. Non disclosure paragraph.

After you have typed everything (above – the contents of 1-4) into the signature space, click on the **Save** button. Then, keeping that set of windows open in Outlook, come back over to this document in Microsoft *Word* and click (and let go) on this logo (below) and then hold down your **Control key** (and while you are holding that) tap your letter **C** key. (Control-C). Let go of your keys. That will copy this graphic into your computer's clipboard.



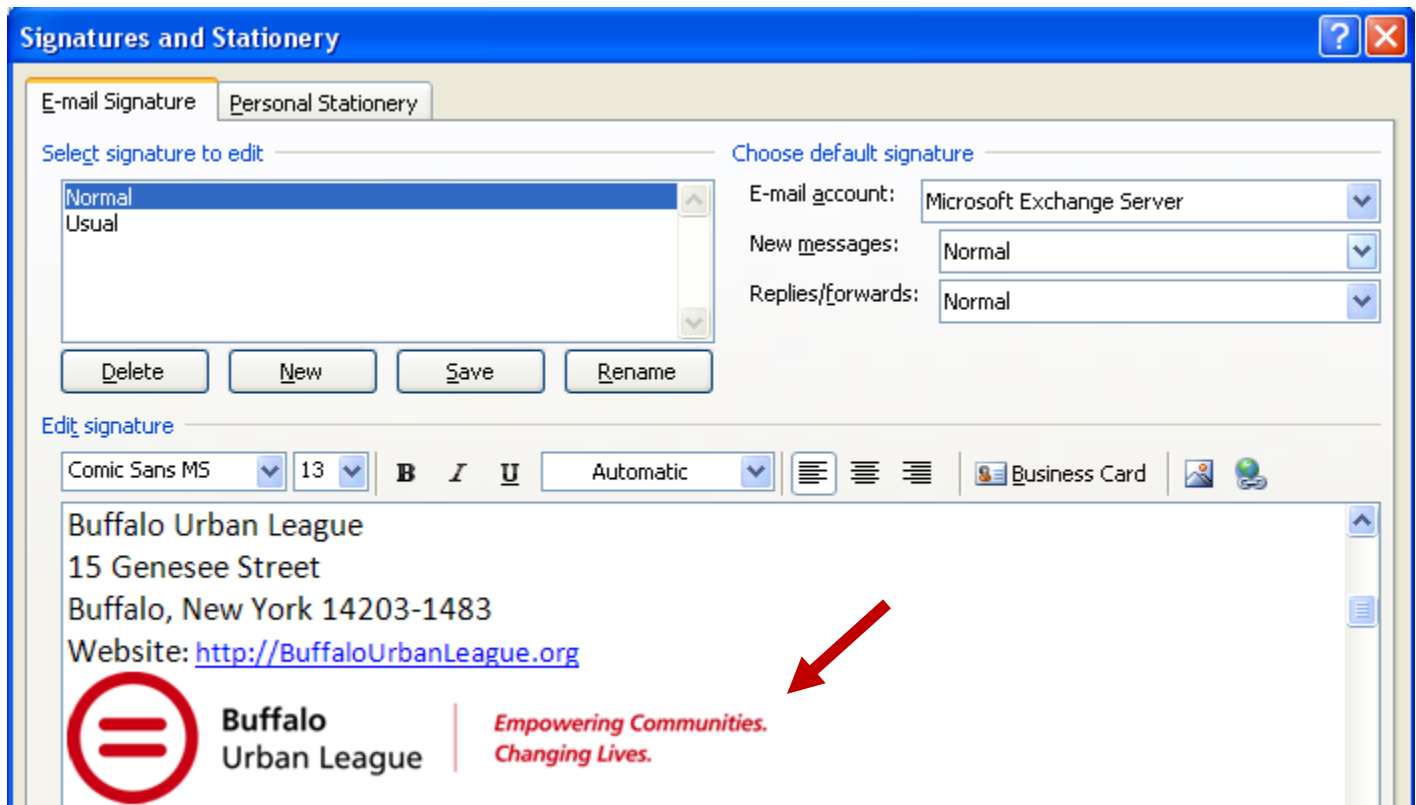
**Buffalo**  
Urban League

*Empowering Communities.*  
*Changing Lives.*



Next, switch back over to your *Outlook* program. (If it shows that you are still in editing your signature, great. [If not (remember how you saved your signature before?) To get back to where you were last, do **Tools \ Options \ Customize \ Mail Format \ Signatures** \ Click on the Name of the Signature you are currently editing, and place your cursor at the bottom of what you have typed so far. (Caution: don't use your Enter key, use your mouse and your up, down, left and right keyboard keys on your keyboard to move around.]

Once your cursor is standing where you want to place the logo graphic, hold down your **Control** key (and while you are holding that) tap your **V** key (Control-V). This will paste your graphic (on your clipboard) right there. It will look like this:

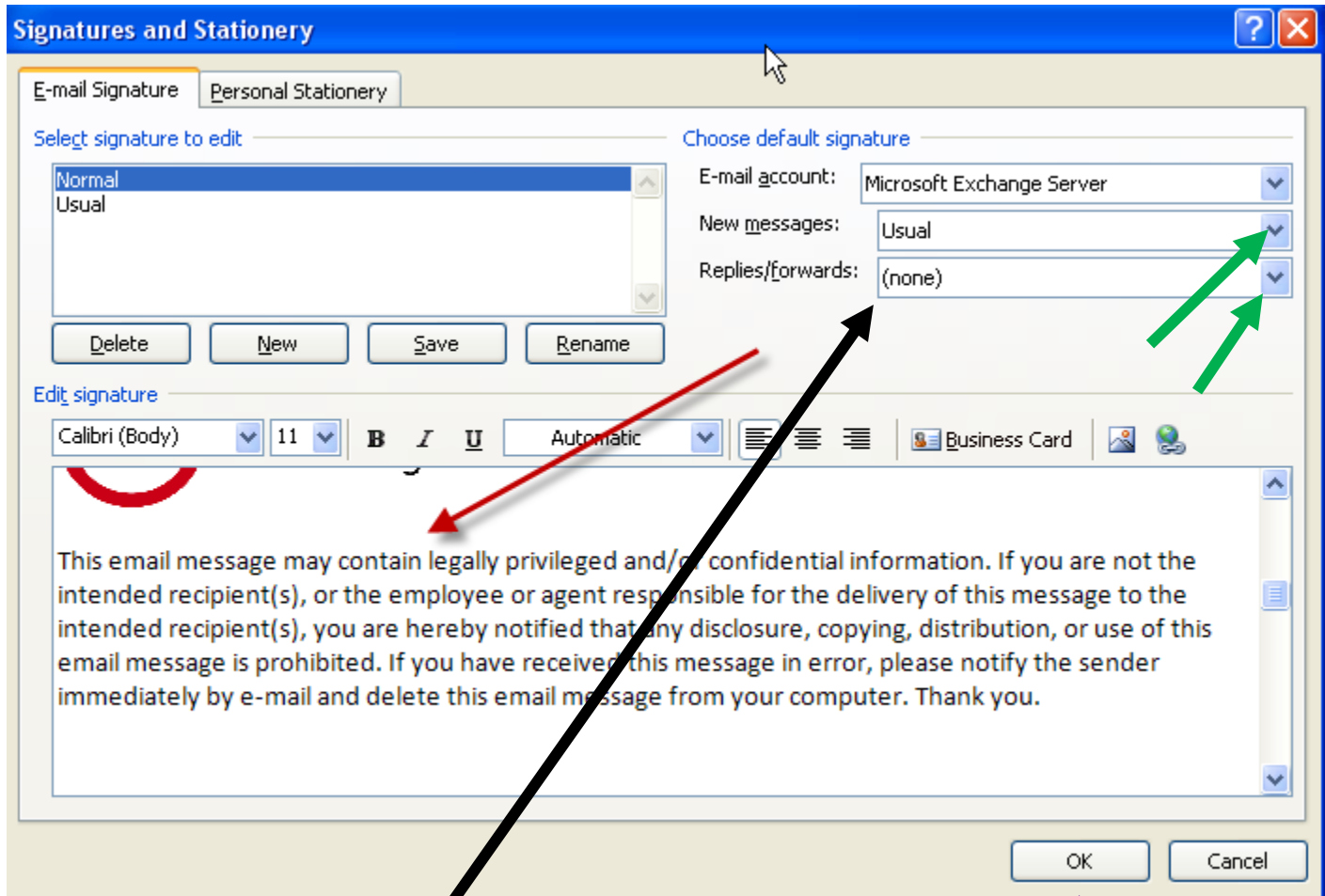


Tap your **right arrow** key (on your keyboard) to un-highlight the graphic and then tap your **Enter** key once to move down to the next line.

6. You are almost done. Now you are going to paste the nondisclosure paragraph beneath the logo. Go back to this document in *Word* and copy this entire paragraph (**below**) to your clipboard (To copy it, highlight (or select) the entire paragraph and do **Control C** (to copy it to the clipboard))

This email message may contain legally privileged and/or confidential information. If you are not the intended recipient(s), or the employee or agent responsible for the delivery of this message to the intended recipient(s), you are hereby notified that any disclosure, copying, distribution, or use of this email message is prohibited. If you have received this message in error, please notify the sender immediately by e-mail and delete this email message from your computer. Thank you.

Next, go back to *Outlook* and place your cursor directly under the graphic (that you already pasted there) and do **Control** and **V**. this will paste the paragraph right under the graphic (see red arrow).

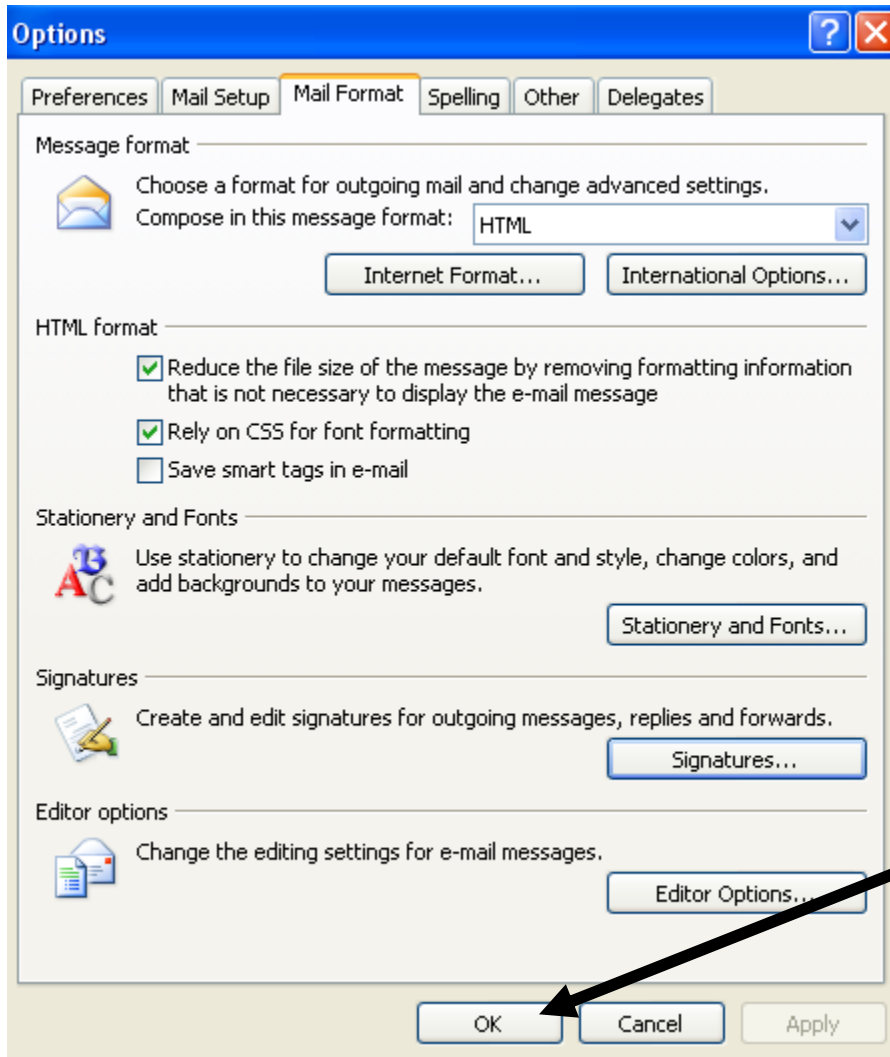


**One last thing to do.**

Notice in the upper right (black arrow). There are two fields: **New Messages** and **Replies/Forwards**. In this screen, my **New messages** field has “Usual” in it (which is the previous signature that was in use) and “(none)” to in the field for **Replies/forwards**. To tell Outlook to begin using your new signature, click the choice arrow (the “v” – see the green arrow) for each of the two fields and pick the name of your new signature (in this screen it is called **Normal**.)

10. When you are done, click on the OK button (purple arrow).

This will bring you back to the main Options page. Click on the OK button at the bottom and you've successfully made your **Outlook** signature.



Congratulations. You have a new *Outlook* signature that automatically is added to the bottom of your email correspondence.