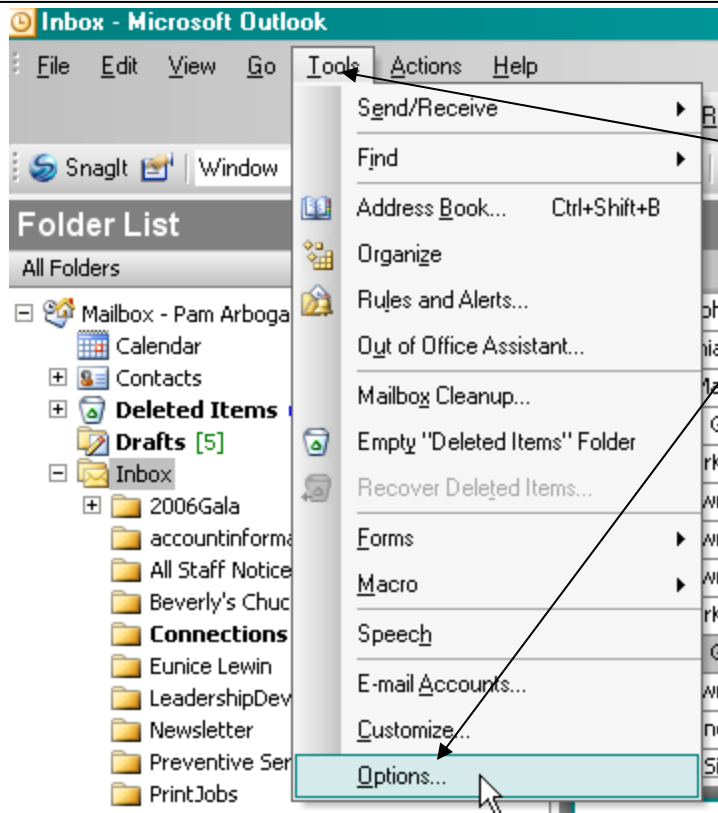
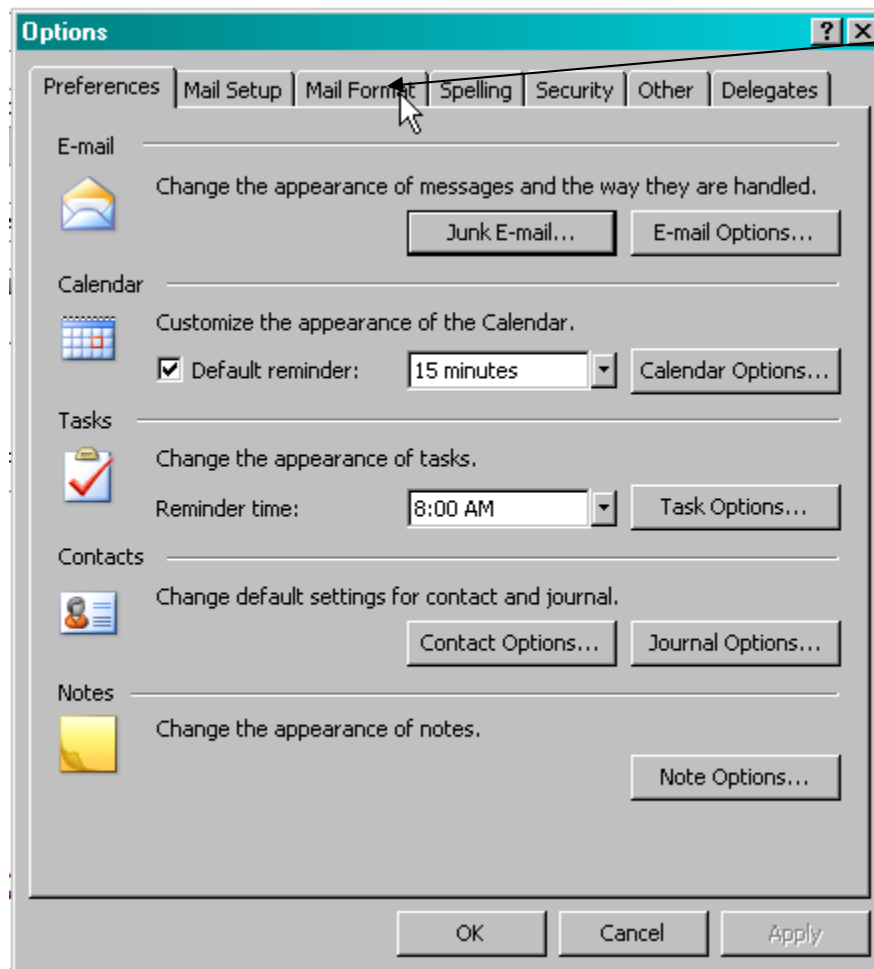


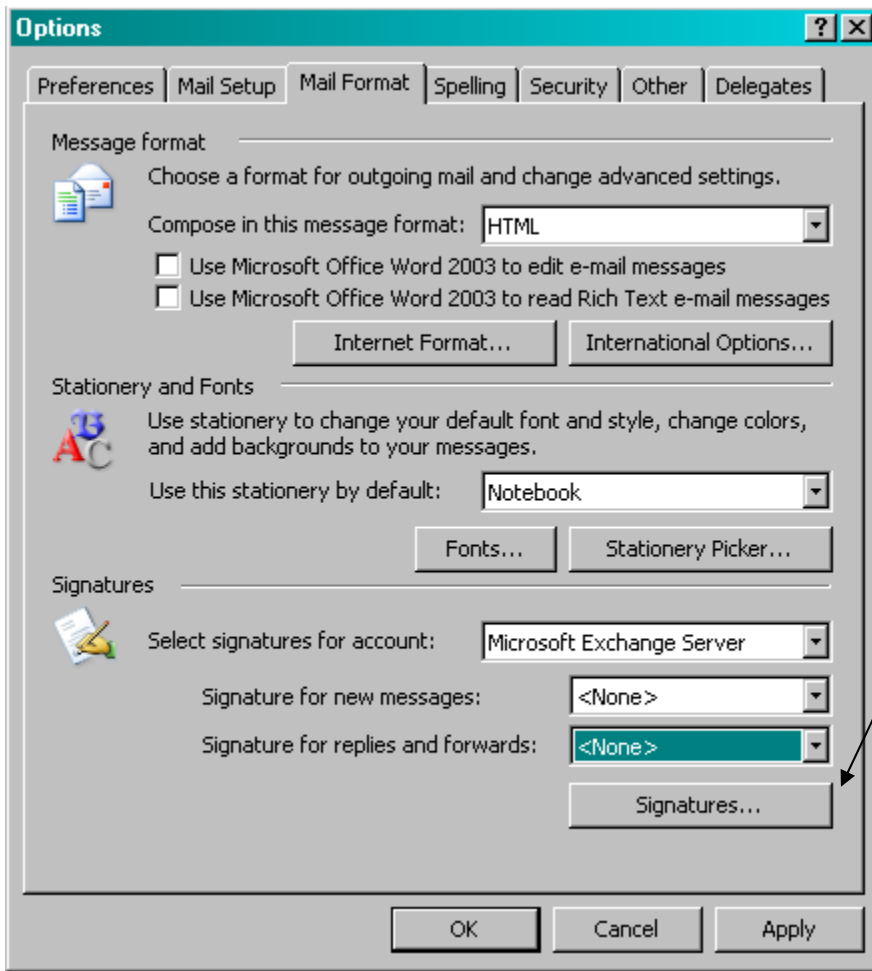
# This visual guide was designed to assist you with creating signatures in Microsoft Outlook.



After you open Microsoft Office, click on tools then options.

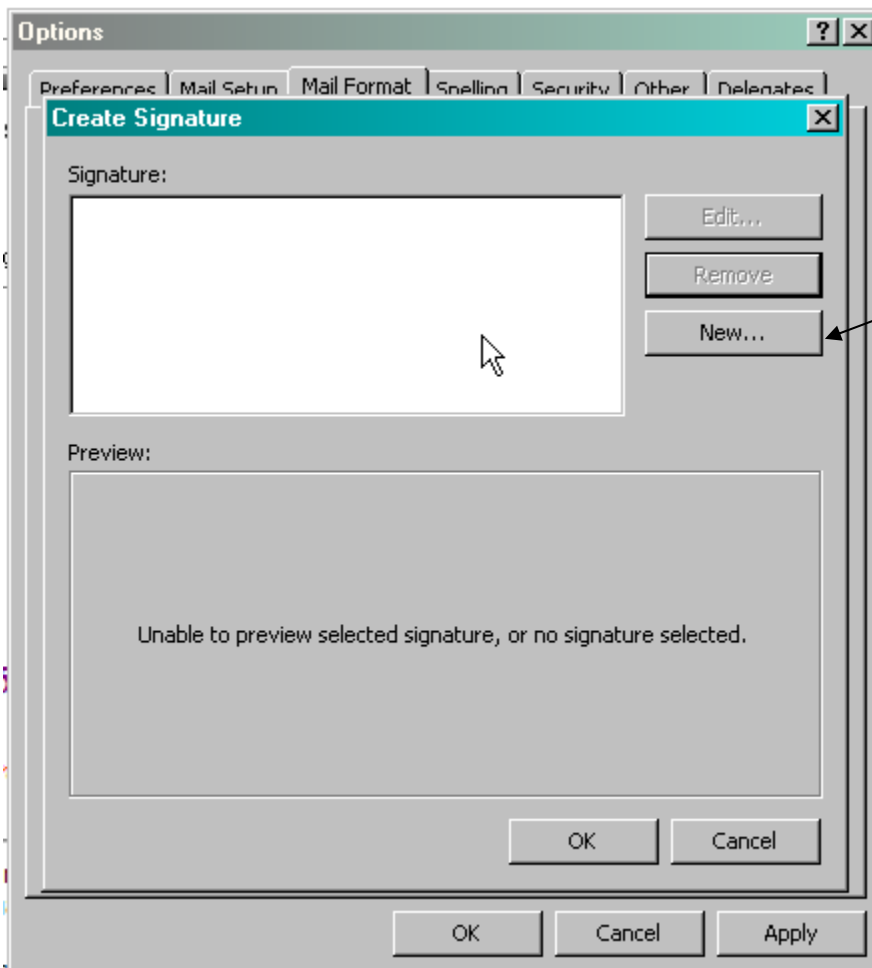


After clicking on options, a tabbed screen will appear. Click the tab called "mail format."



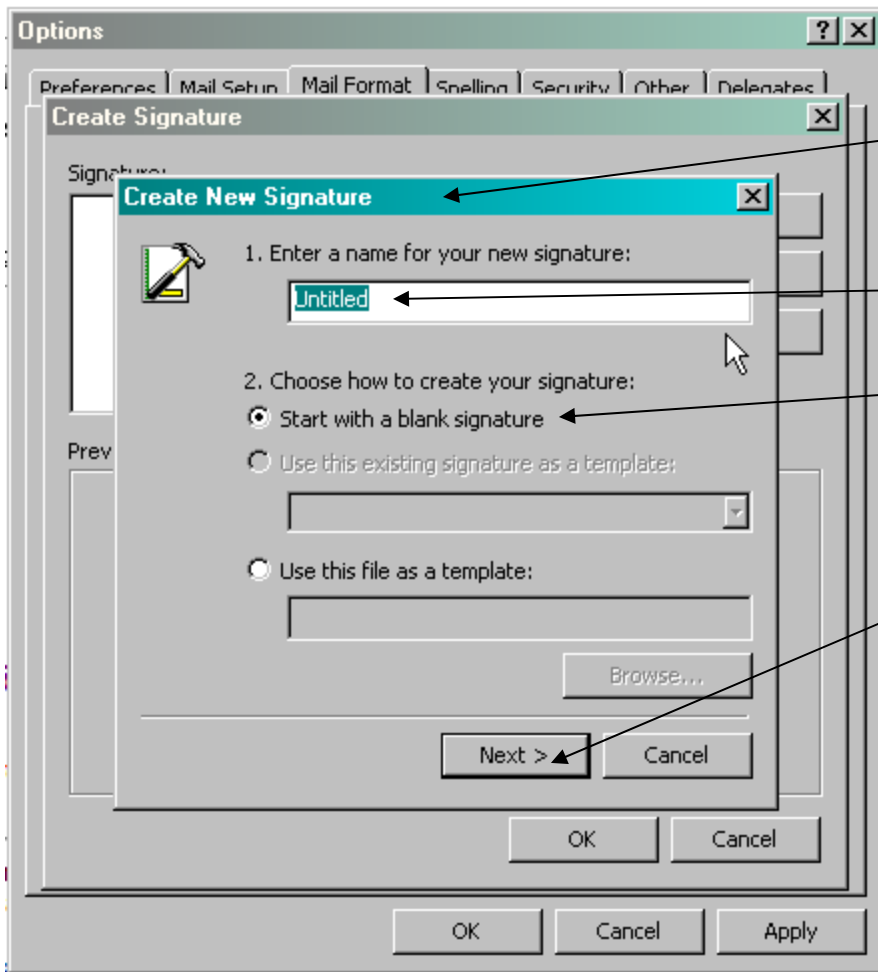
Towards the bottom of the screen, there will be a signature section.

To set up a new signature, click the **signatures** button.



You will now see a "create signature" dialog box.

Click the "new" button to start creating your signature.

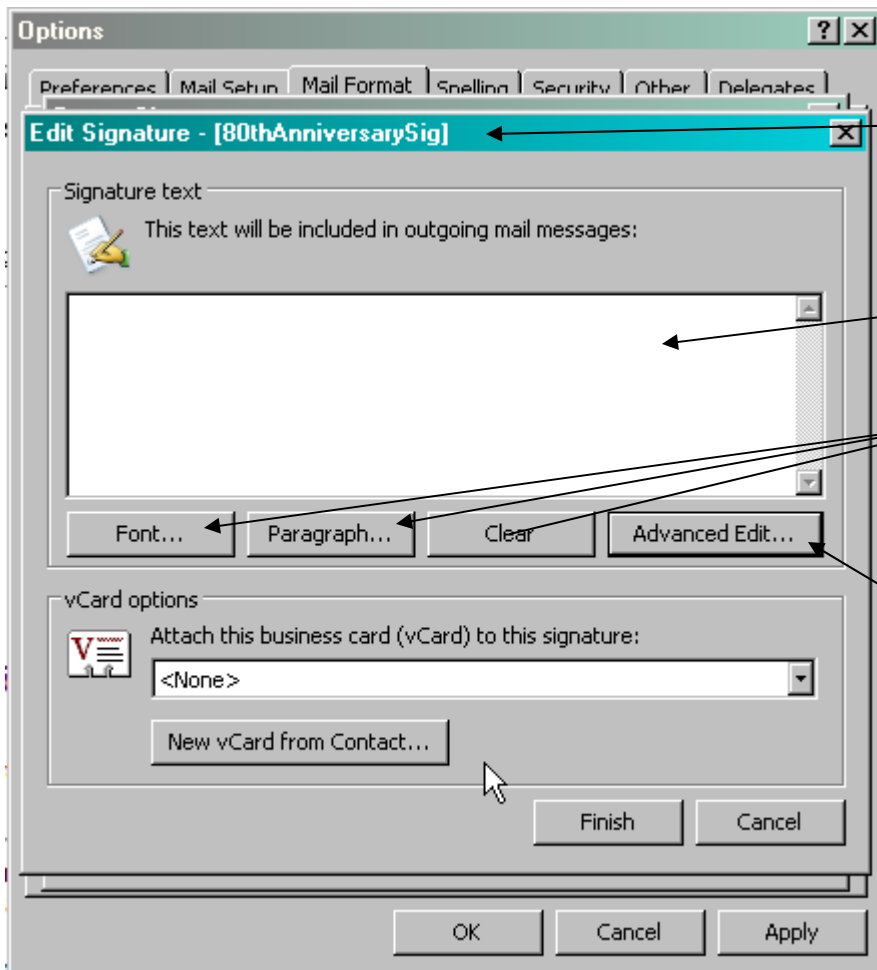


A "Create New Signature" dialog box will pop up.

Delete the default name of "untitled" and enter a new name for your signature.

Make sure that "Start with a blank signature" is selected.

After you have given your signature a name, click the "next" button.

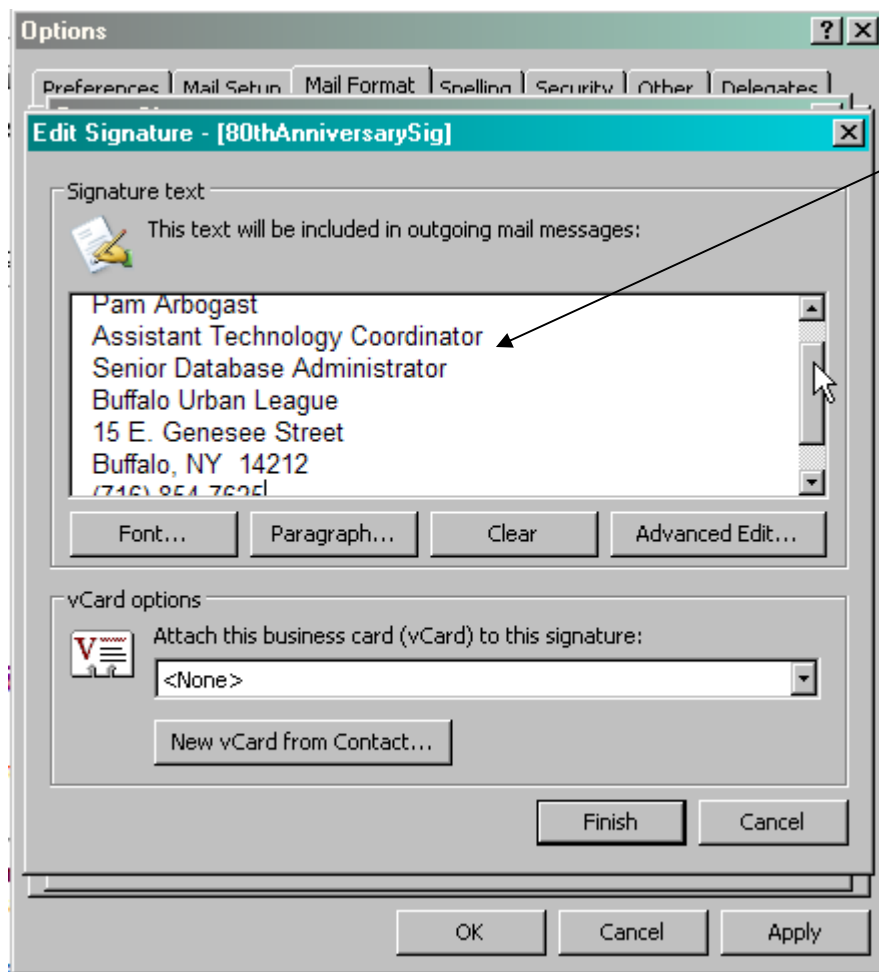


The name I used for this signature is "80<sup>th</sup>AnniversarySig". Name your signature something meaningful to you.

You can enter all your text into the "Signature Text" box.

The font, paragraph and clear buttons will allow you to format your text, or delete it all.

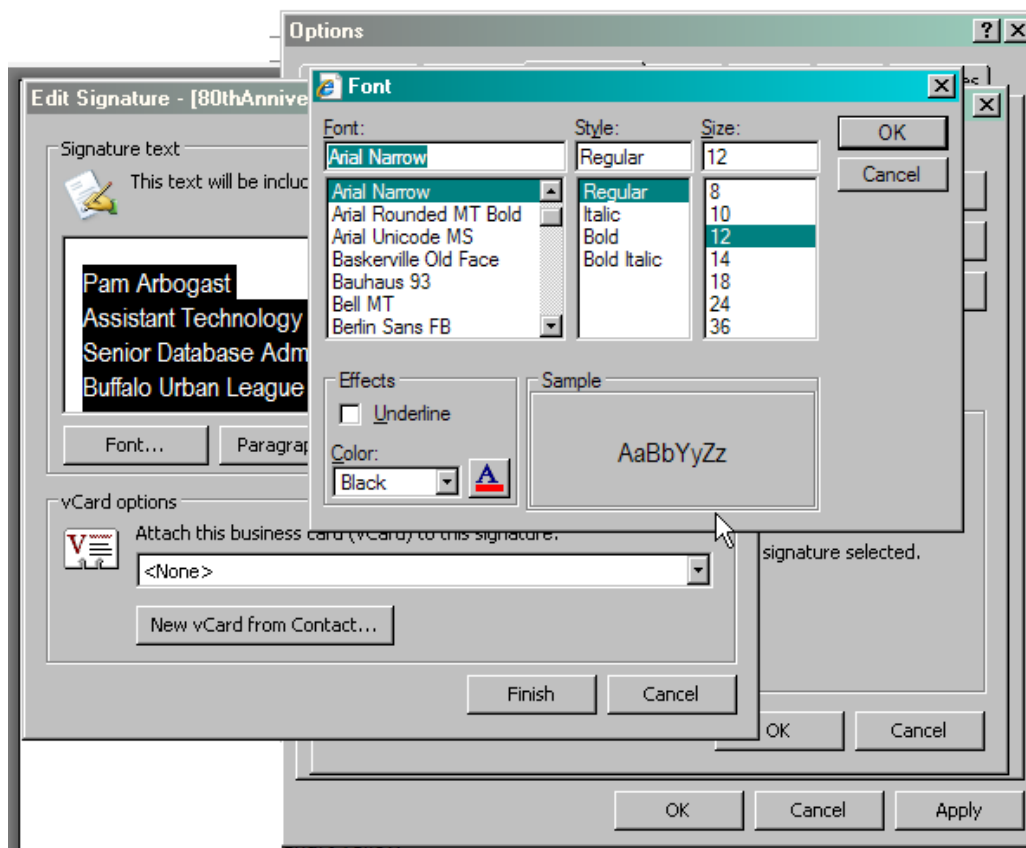
The advanced edit button will open a more advanced text editor. *It's not recommended that you use this area unless you're comfortable with using different text editors.*

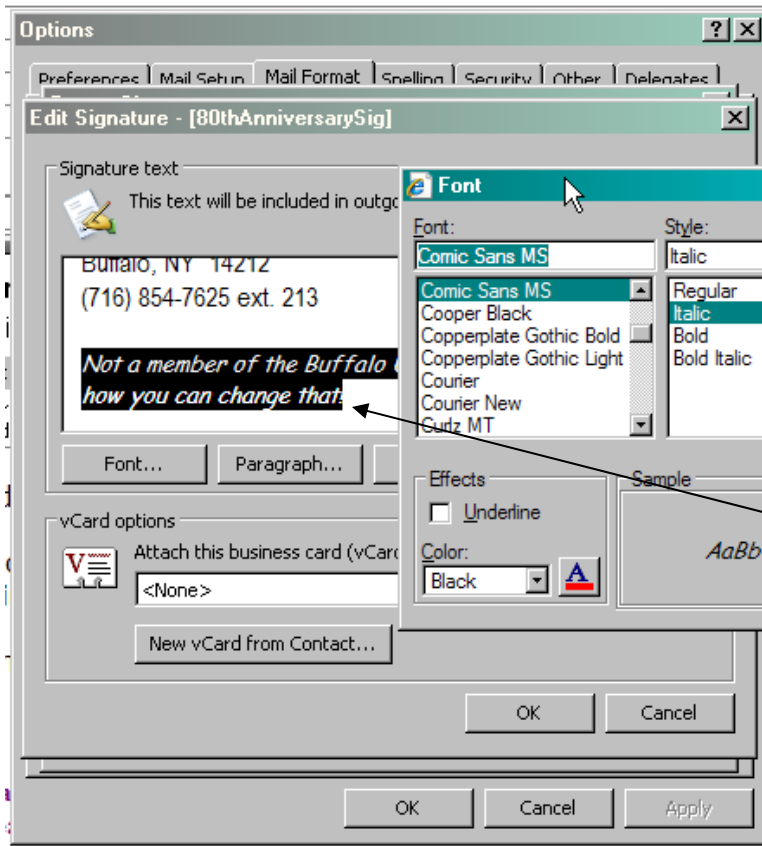


It's suggested that your signature includes information that identifies you with your organization & department, as well as containing contact information.

For this signature, I used a simple font (Arial Narrow) with a 12 point font size. I left the font color black.

*When editing the font, style & size, please remember that you want the recipients of your email to be able to read it. Some font styles, sizes and colors are difficult to read.*



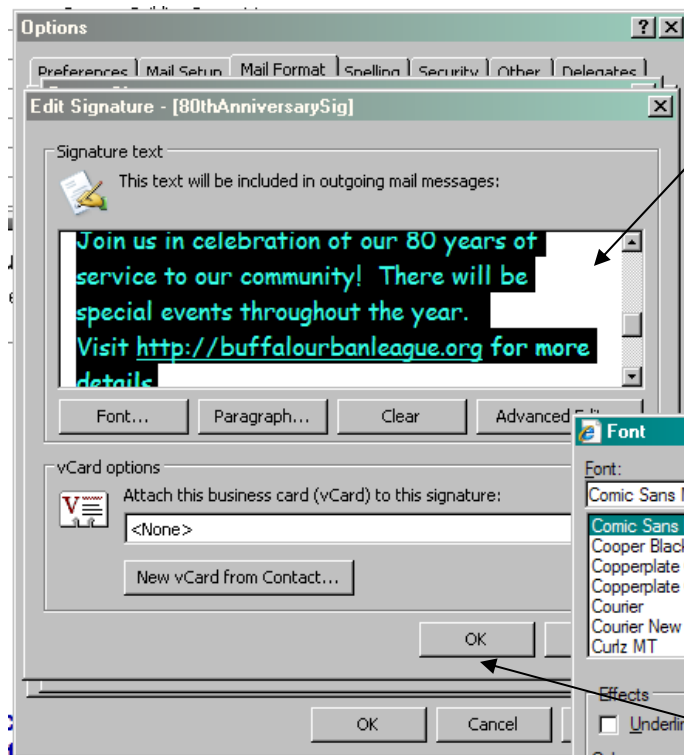


Underneath my personal information, I added a line to say, "Not a member of the Buffalo Urban League? Ask me how you can change that!"

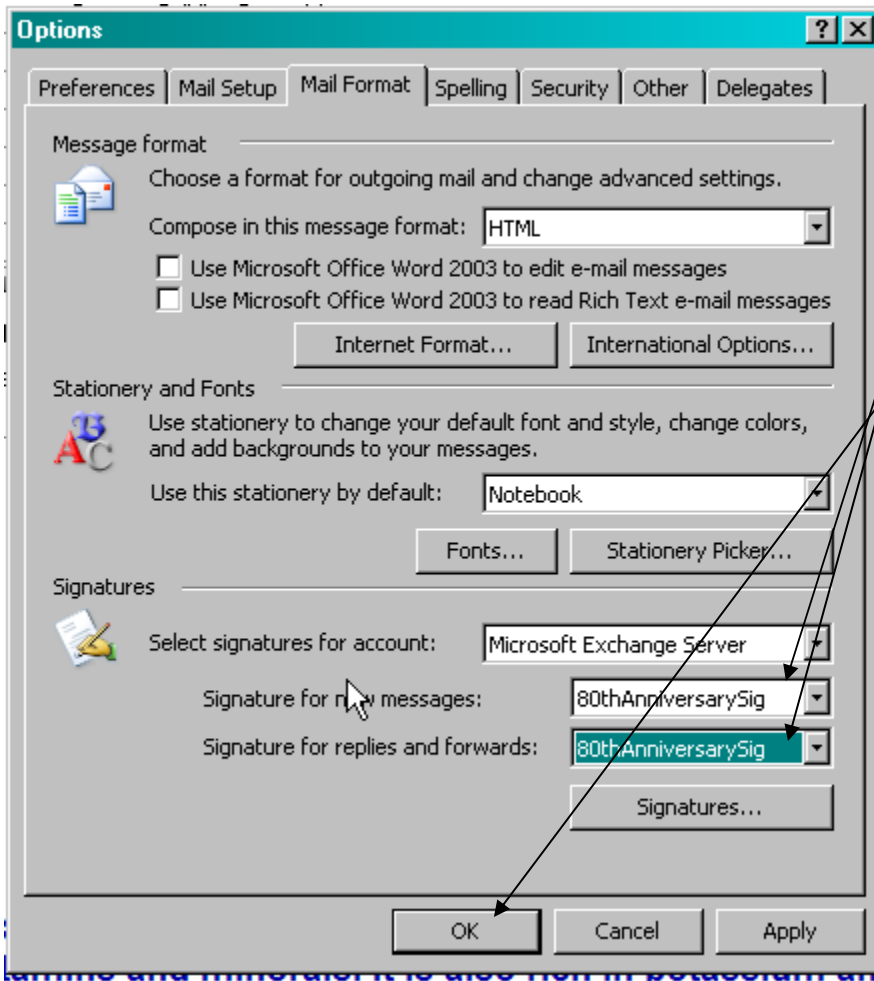
Since I wanted this text to be a bit more noticeable, I used the "Comic Sans MS" font, italicized it and set the size at 10. I left the font color at the default setting of black.

The last part of this signature includes a few lines about our 80<sup>th</sup> Anniversary and an invitation to visit our website. Any URL (website address) that you enter will be clickable link.

I chose the Comic Sans MS font to keep my fonts fairly consistent. I set the font style to regular with a 12 point size. The color I chose was a custom color because I wanted this text emphasized.

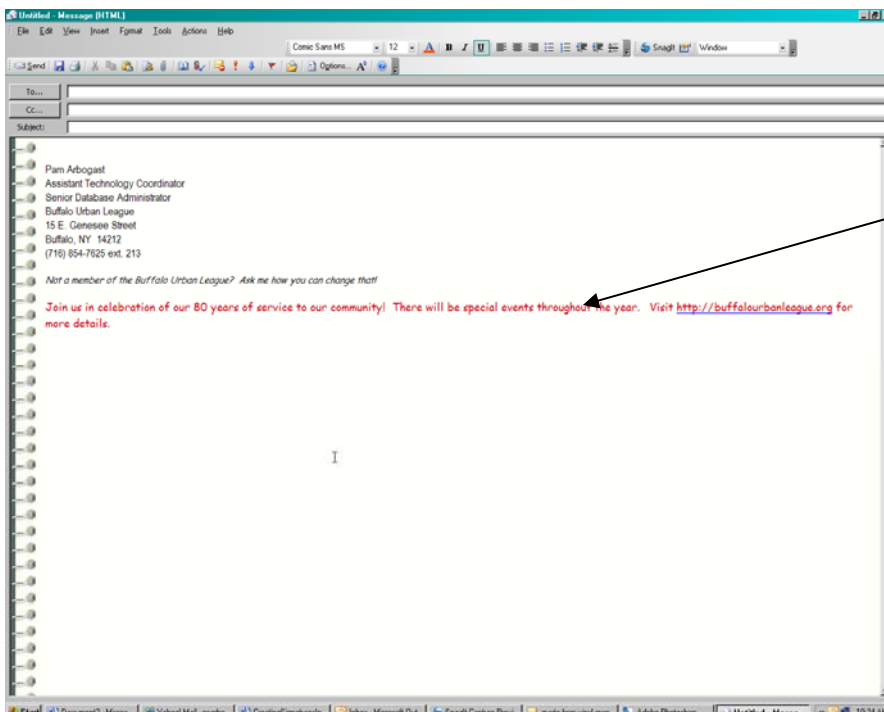


When you're done, click ok to save your work and to return to the "options" dialog box.



Select your new signature for your email messages.

Click ok to save the settings.



All new emails you send, as well as any replies you send, will have your new signature in them.