

How to create a signature in Outlook

What are you	How to do it?	Where is it?
going to do?		

In Outlook 2010, you can set up your personal signature to automatically being added to all the e-mails you send. You can create and choose different signatures. In addition to your contact information, you can also insert a standard text like this:

Dear

Thanks for your mail. I'll answer you within two days. In the meantime, you can read more about us at www.planlaeg.dk.

Best regards

Create a signature	Open a new message. On the Message tab, in the Include group, click Signature , and then click Signatures .	Attach Attach File Item Includ File Signature Signature Signatures Signatures
Edit a signature	On the E-mail Signature tab, click New. Type a name for the signature, and then click OK. In the Edit signature box, type the text that you want to include in the signature. To format the text, select the text, and then use the style and formatting buttons to select the options that you want. To add elements besides text, click where you want the element to appear. To finish creating the signature, click OK.	





Add signature to an e-mail account	Under E-mail account you can choose which e-mail account the signature should be added to.	Vælg standardsignatur E-mail-gonto: Microsoft Exchange Nye meddelelser: Ny Mail Svgr/videresendelser: Besvar
Name and	Give the new signature a name, and	Signatures and Stationery
save your signature	click OK to save it.	E-mail Signature Personal Stationery Select signature to edit
		New Signature ? X
		Type a name for this signature: Signature with picture
		OK Cancel E <u>R</u> ename

