




How to create a signature in Outlook

What are you going to do?	How to do it?	Where is it?
	<p>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:</p> <p><i>Dear</i> <i>Thanks for your mail. I'll answer you within two days. In the meantime, you can read more about us at www.planlaeg.dk.</i> <i>Best regards</i></p>	
<p>Create a signature</p>	<p>Open a new message.</p> <p>On the Message tab, in the Include group, click Signature, and then click Signatures.</p>	
<p>Edit a signature</p>	<p>On the E-mail Signature tab, click New.</p> <p>Type a name for the signature, and then click OK.</p> <p>In the Edit signature box, type the text that you want to include in the signature.</p> <p>To format the text, select the text, and then use the style and formatting buttons to select the options that you want.</p> <p>To add elements besides text, click where you want the element to appear.</p> <p>To finish creating the signature, click OK.</p>	





<p>Add signature to an e-mail account</p>	<p>Under E-mail account you can choose which e-mail account the signature should be added to.</p>	
<p>Name and save your signature</p>	<p>Give the new signature a name, and click OK to save it.</p>	

