

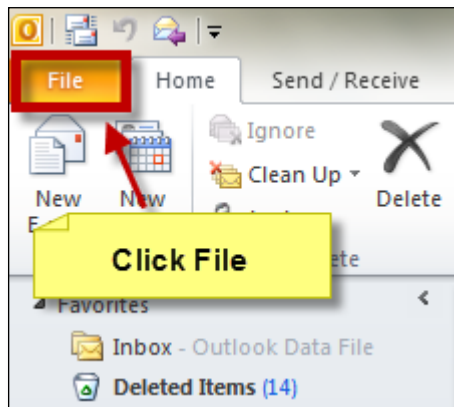
# User Guide - Adding Signatures to Outlook

July 12

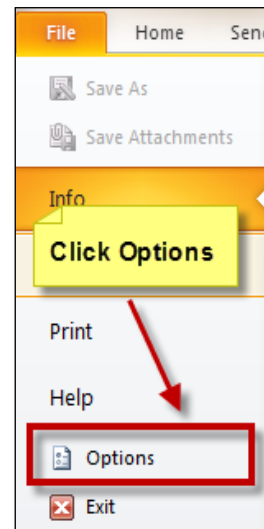
## 1 Open Outlook

To start creating your Outlook Signature please open Outlook and follow the instructions below.

## 2 Click on File

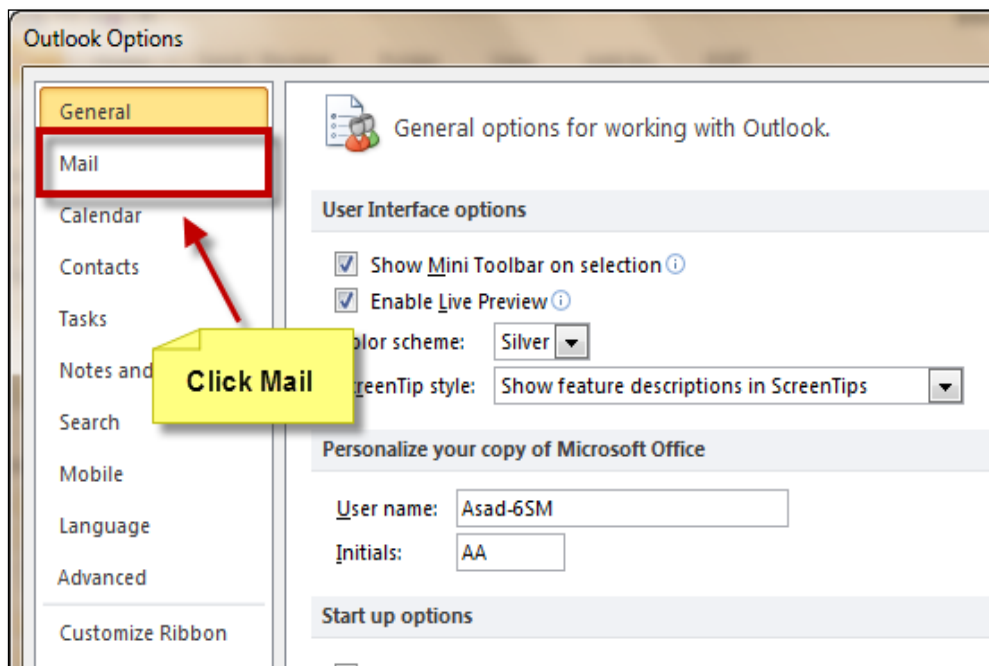


## 3 Click on Options



⇒ Another window will open like below.

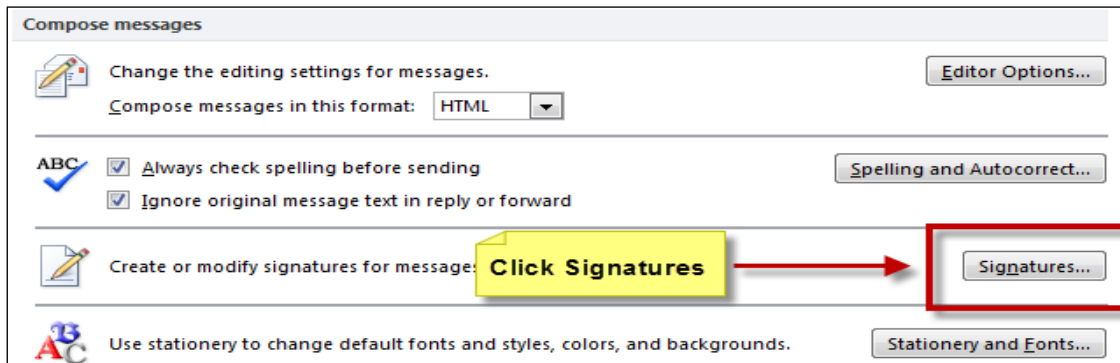
## 4 Click on Mail



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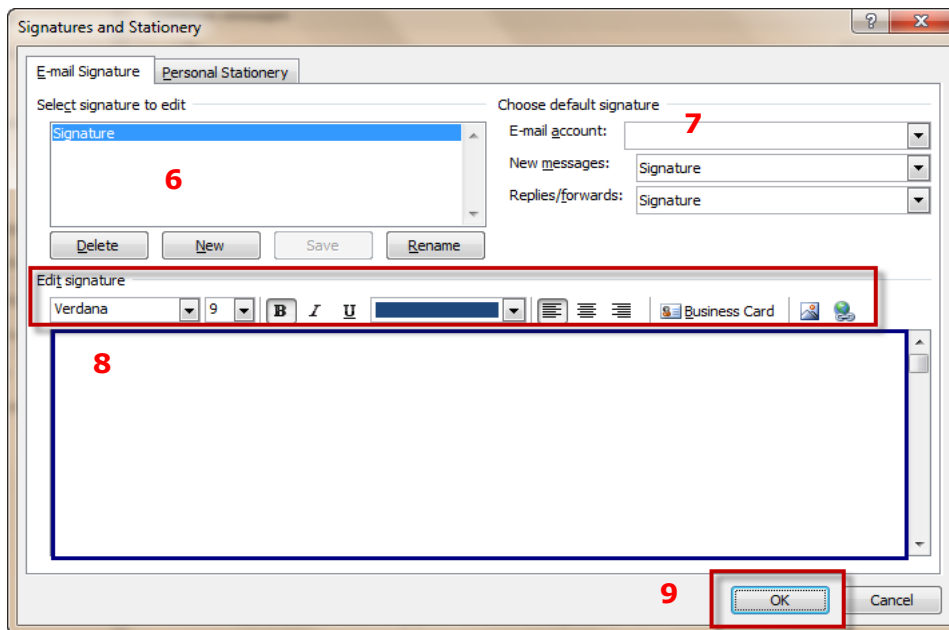
## 5 Click on Signature



⇒ Another window will open. This is where you create your signature.

## 6 Signature & Stationery

This is a list of all the your signatures – You can create several variations of signatures and then name them accordingly for this one we have called it "Signature"



7 If you have several Outlook accounts select the email account you are creating a signature for.

Different signatures can apply to New Message and Replies/Forwards

In this example we are using the same Signature for composing new messages and the same option for our replies and forwarded emails.

8 You create your signature in this central area using the formatting tools above for style, colour etc

*Hint: If you are wanting to create a effective and smart signature we would advise to create the signature in word using tables so you can get the exact layout you want and then copying and pasting the table into section 8.*

9 Once you are happy with your signature click ok and you have now created your signature. Close any open windows and in Outlook click on New Email to view your newly created signature.