Creating Signatures in Outlook Express¹

- 1. Go to the Tools menu on Outlook Express and click on Options.
- 2. Click on the Signatures Tab, and the following dialogue box will appear.

Option	S	? >
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Signatu	e	
×	Add signatures to all outgoing messages	
ý.	Don't add signatures to Replies and Forwards	
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6. To the right you will see an example of a signature configuration that works.

🔰 Inbox - Outlook Express					
File Edit View	Tools Message Help				
<u> </u>	Send and Receive				
Create Repl	Synchronize All				
🕸 Inbox	Synchronize Folder				
Folders	Mark for Offline				
Outlook Express	Address Book Ctrl+Shift+B				
🖻 🧐 Local Folders	Add Sender to Address Book				
🕼 Inbox 🐝 Outbox	Message Rules				
Sent Items	Newsgroups Ctrl+W				
- 10 Deleted He	IMAP Folders				
🕫 test_junk	Accounts				
🖻 🖷 UW Internet M	Options				

- 3. Click on New.
- 4. You may enter your signature in the text box designated, or you may refer to an existing text or html file that has the information you want to include in your signature.
- 5. Put a check in the box by "Add signatures to all <u>o</u>utgoing messages. Decide if you want your signature included in replies and forwards, and remove the check from this option if you do. When you are finished, click OK and send yourself and e-mail to make sure it is working and that you like the appearance of your new signature.

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General Read Receipts Send Compos	e Signatures				
Signature					
Add signatures to all outgoing messages					
Don't add signatures to Replies and Forwards					
Signatures					
Signature #1 Default signature	New				
	Remove				
	Rename				
Edit Signature					
	S <u>e</u> t as Default				
Patty Glynn Data (Statistical Brogrammer	Advanced				
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¹Prepared by Patty Glynn, University of Washington. 4/27/03 C:\all\help\helpnew\oe_signature.wpd