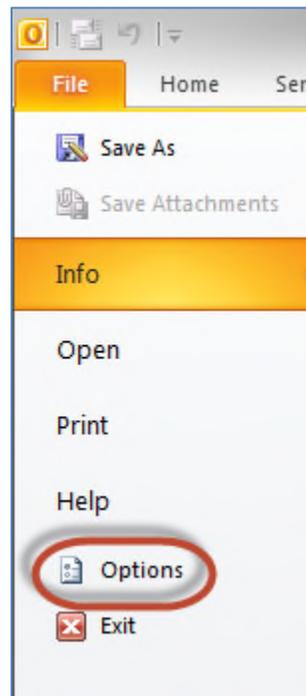


Outlook 2010 - Create and add an email message signature:

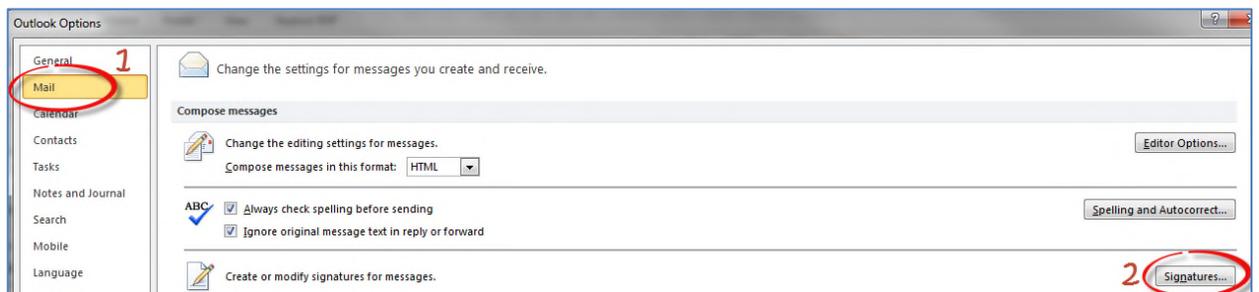
Outlook has the capability to create personalized signatures for your email messages. You can automatically add your signature to all outgoing messages.

Create a signature:

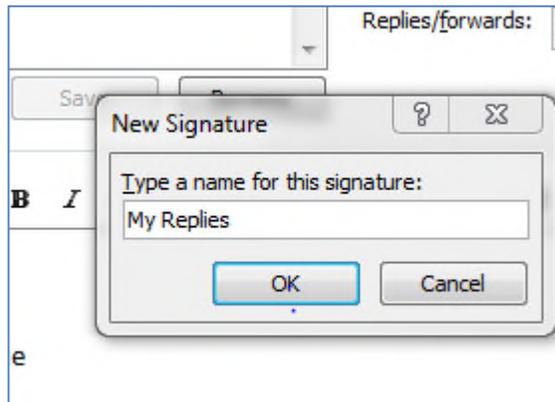
1. In Outlook, click the **File** tab, then **Options**



2. Click **Mail**, then click **Signatures**



3. On the **E-mail Signature** tab, click **New**.
4. Type a name for the signature, and then click **OK**.



5. In the **Edit signature** box, type the text that you want to include in the signature.
6. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
7. Finish creating the signature by clicking **Save**.

Add your newly created signature to emails by default:

8. Under **Choose default signature**, in the E-mail account list, click your email account that is to be associated with the signature (ex:firstname.lastname@cambridgecollege.edu)
9. In the **New messages** list, select the signature that you want to include.
10. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature.
11. Save your selections by clicking **OK**

If you need assistance, please contact the Cambridge College IT department by placing an [ehelpdesk ticket](#) or call (617) 873 – 0159 or toll free at (800) 877-4723 Ext.1159.