Creating Your Signature in Microsoft Outlook 2010

Have you ever received an e-mail from someone in the UW Colleges or UW Extension, and wondered who they are, their position, and where they work? Double-clicking on their name in the message in the Reading Pane in the Inbox has most of this information available for recipients, but not everyone uses the Reading Pane, and recipients outside the UW Colleges/UW Extension won't get that information. Use of a signature line in e-mail is a **Best Practice** for all e-mail users.

**Creating Your Signature**
To create an email Signature begin by opening a new mail message.

On the Message tab in the Include group click on the arrow next to Signature. Then select “Signatures…” from the menu options.
First click on the “New” button and give the New Signature a name. Then click on OK.
Now create the signature in the “Edit Signature” box. Decide which signature, if you have more than one, to use for New Messages and for Replies/forwards. Once the signature is created, formatted and assigned to the type of message it is to be used in, click on the OK button. Close that new message window.

Open a new message and you will see the signature in the new message by default if you set a signature to appear in new messages.

If you want to use a different signature in that message go to the “Signatures” option, click on the arrow and select the signature you want to use for that particular message. It will automatically change the signature in the message.

That’s all there is to it!!

Questions about this information should be submitted to the Service Center.