# Signatures in Emails

Most if not all email packages will allow you to create a signature which can be automatically added to outgoing email. You can also decide if your automatic signature is added to replies to emails as well.

Here is how for three email packages: Outlook 2007, Entourage 2008 and Apple Mail.

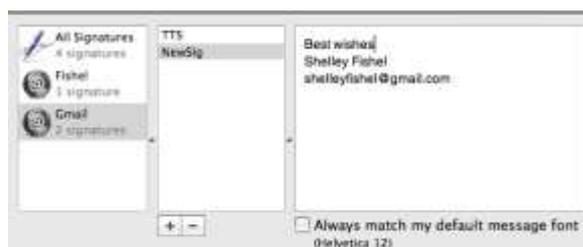## To Create a Signature in Apple Mail

1. Click on Mail

2. Click on Preferences

3. Click Signatures on the toolbar
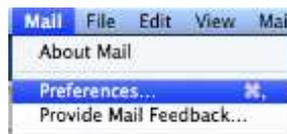
4. Select the account to apply the signature to

5. Click the plus at the bottom of the list

6. Type a name for the new signature on the left

7. Create the signature on the right

8. Close the Preferences box

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Signatures in Emails

Add Your Signature to a message

When you start a new message, your new signature should be automatically included.

When you have a choice of signatures:

1. Set up your message as you wish
2. Click on Signatures
3. Make your choice

To Create a Signature in Outlook 2007

1. Click on the Tools menu
2. Choose Options
3. Click on the Mail Format tab
4. Click on the Signatures button

5. Click the New button to set up a new signature

6. Type a name for the new signature

7. Click OK
8. Now set up your new signature with whatever text you want to add. You can also format the text or copy and paste it from a word document.

9. Now keep on clicking OK until you are out of the dialogue boxes

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To set which signature is used in your messages

1. Click on the Tools Menu
2. Choose Options
3. Click the Mail Format tab
4. Click the Signatures button
5. Select the signature you wish to use for New Messages and for Replies

Choose default signature

E-mail account: Microsoft Exchange

New messages: Shelley

Replies/forwards: Approved
Fishel
picture signature

Adding a Signature to Entourage 2008

First you need to set up the signature then you will need to let Entourage know that you wish to use this signature on all outgoing email.

1. Click on the Tools Menu
2. Click on Signatures

3. Click New at the top of the screen

New   Delete

4. Type a name for your signature

5. Type the content of the signature in the white box – you can format the text or set it up in Word and copy and paste here

TheTrainingSurgery

Name: TheTrainingSurgery   Include in random list

Calibri   11   B I U T   IA

Shelley Fishel
The Training Surgery
shelley.fishel@thetrainingsurgery.co.uk
www.thetrainingsurgery.co.uk

Note: --- <space> <return> is an optional internet-standard signature separator.

6. Click the red ball to close the signature
7. Choose Save to save the changes

TheTrainingSurgery

Name: TheTrainingSurgery   Include in random list

Calibri   11   B I U T   IA

Shelley Fishel
The Training Surgery
shelley.fishel@thetrainingsurg
www.thetrainingsurgery.co.uk

Do you want to save your changes to this signature?

☐ Always save changes without asking

Don't Save   Cancel   Save

Note: --- <space> <return> is an optional internet-standard signature separator.

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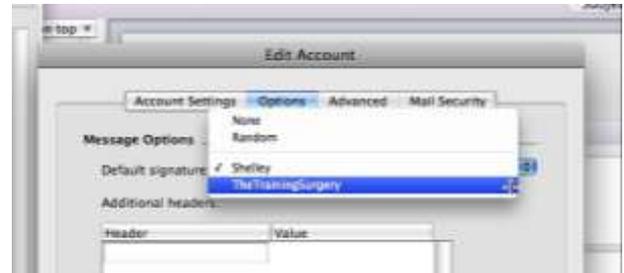or email us at
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Now to tell Entourage which Signature to use

1. Click the Tools menu
2. Click on Accounts
3. Double click the account that you wish to add the signature to
4. Click Options

5. Select the signature that you wish to use
6. Click OK

Next time you start an email your new signature will be added automatically.

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