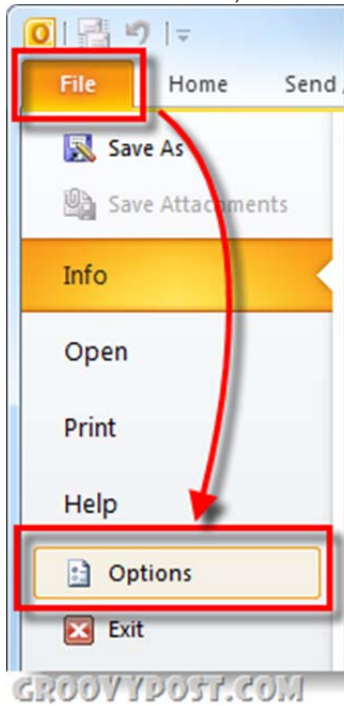


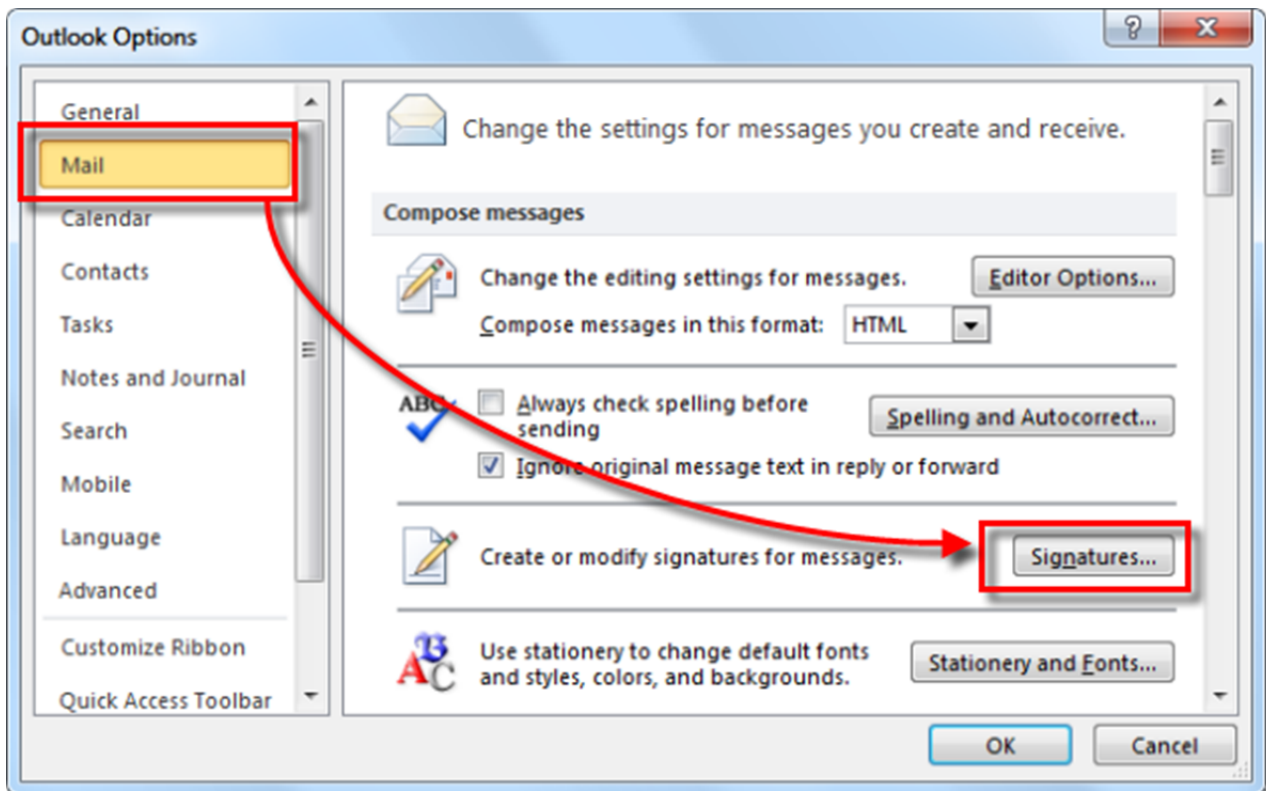
Step 1

In Outlook 2010, Click the **File** ribbon and Select **Options**.



Step 2

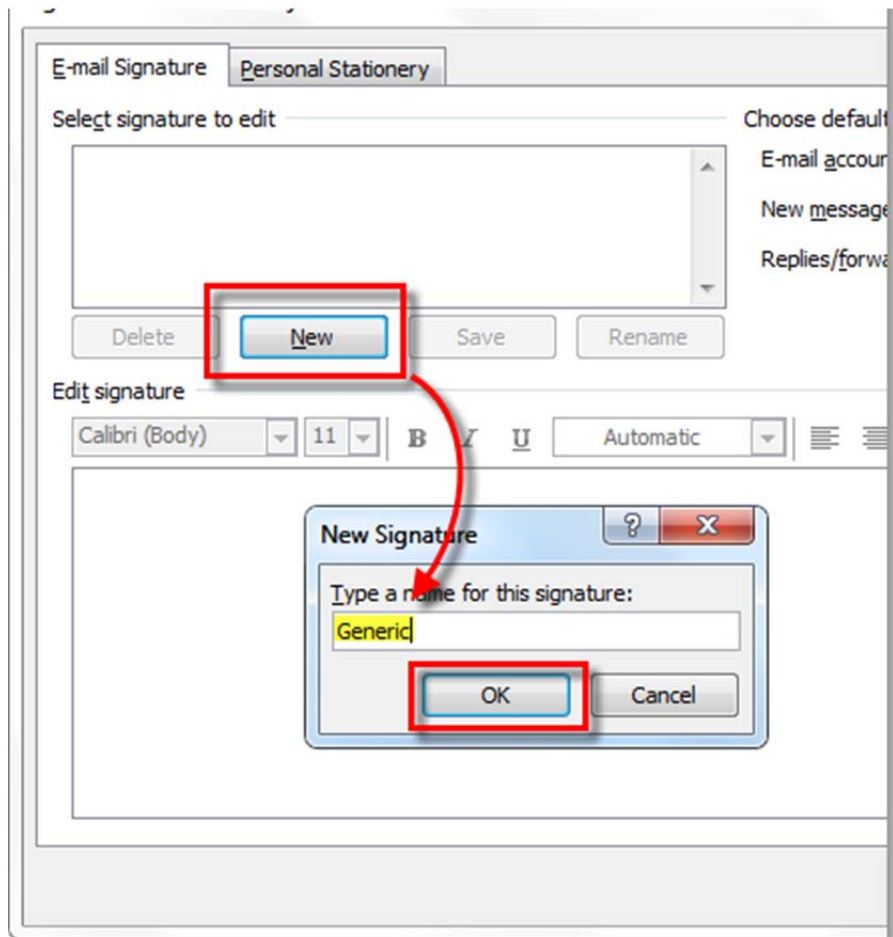
Click the **Mail** tab and then Click the **Signatures...** button.



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Step 3

The Signatures and Stationery window should appear. At this point you probably don't have any stored signatures, so *Click* the **New** button. Name the new signature whatever you like and *Click***OK**.



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Save

Step 4

Now you'll have access to the body of the signature. *Enter* your signature message, once finished *Click* the **Save** button. At this point you can create multiple signatures and assign them as the default for New Messages or Replies/Forwards. Personally I just use one signature, but it's a nice perk to be able to use multiple. To apply all changes and exit, *Click* **OK**.

Signatures and Stationery

E-mail Signature | Personal Stationery

Select signature to edit: Michael

Choose default signature:

E-mail account: michael.trela@saladoisd.org

New messages: Michael

Replies/forwards: Michael

Delete New Save Rename

Edit signature

Comic Sans MS 11 **B** *I* U [Color] [List] [List] [List] Business Card [Image] [Globe]

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OK Cancel