

Lesson 7 Inserting a Signature

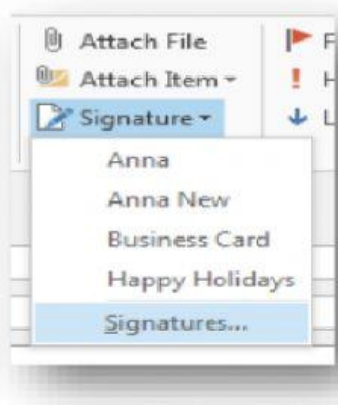
You have learnt how to address your email and write the message. Now you need to know how to sign the message.

In a lot of cases you will end with e.g. many thanks, Kind Regards, Yours sincerely etc, then type your name.

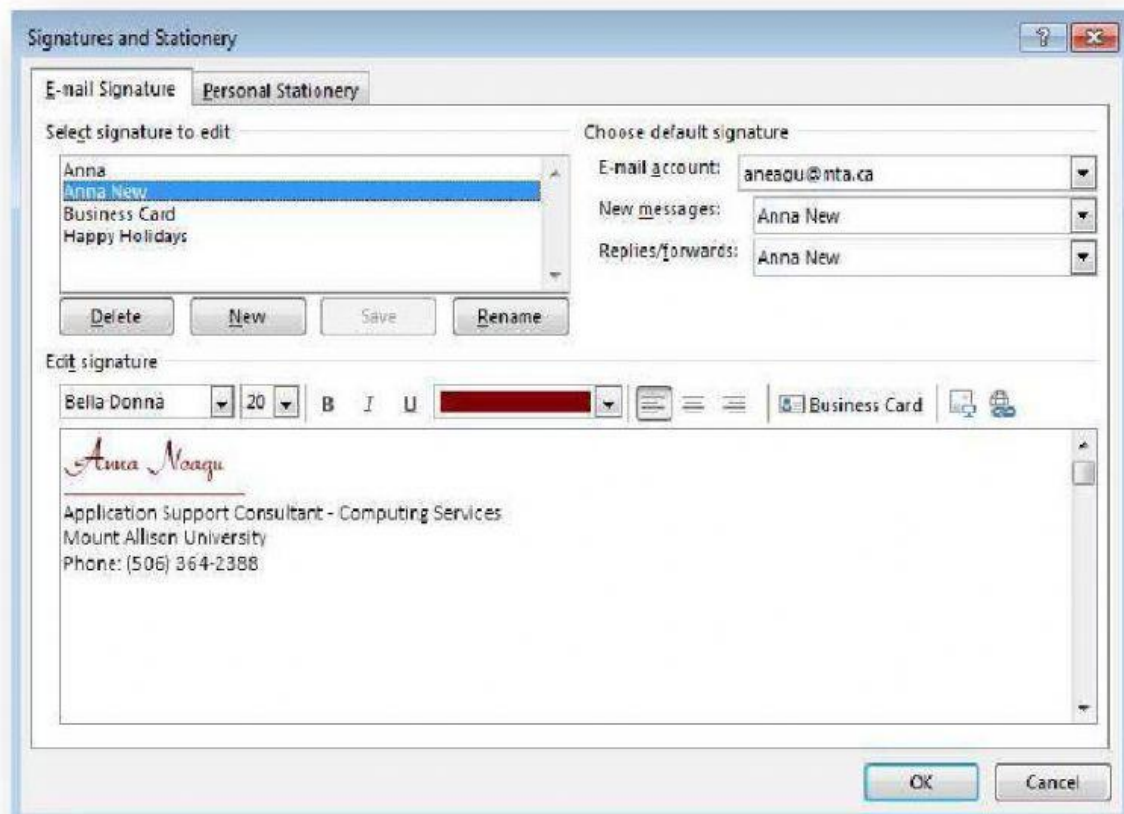
The professional way in business is to have a signature.

Create a Signature

1. Create a **new message**. A new message *window* appears.
2. Click the **Message** tab on the **Ribbon**. Click the **Signature** button **1** in the *include group* and select **Signature**. The **E-MAIL SIGNATURE** tab of the **Signature and Stationery** dialog box appears. **2**
3. Click the **New** button. The **New Signature** dialog box appears.
4. Enter a name for the *signature* and click **OK**. Now create the signature as you want it to appear.
5. Type the text that you want to appear in the *signature* in the **EDIT** signature area.
6. Click **OK**.



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A signature file can be attached to an email message. Your signature appears at the bottom of any message you compose and can include such things as:- Your name, title and Company.

Your contact number.

Your email address.

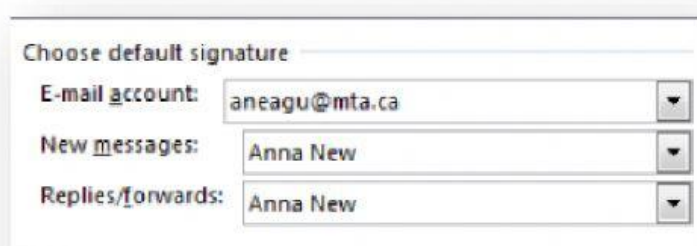
A link to your Web page if you have.

You have now set up your signature and the next email it will appear.

Set Signature Defaults

You may choose a default signature, you can choose which email account, as well automatically use it for a new message. Replies and forwards.

1. Specify how you want to use the signature in the “**Choose Defaults Signature**” section. Selecting different signatures for each one of these options is possible.**3**



3

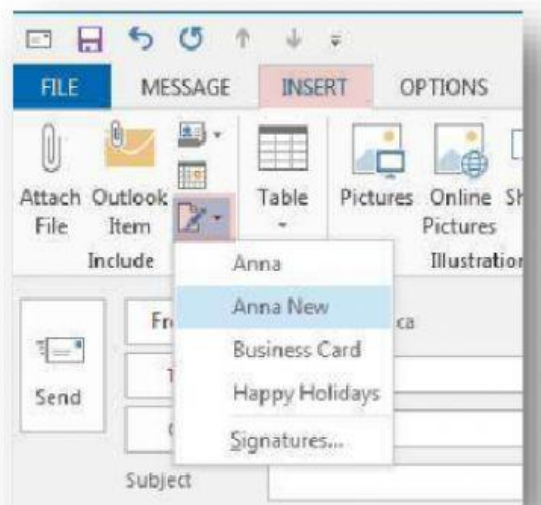
2. Click **OK**.

You may also insert a signature manually.

Inserting a Signature Manually.

1. *Create* a new message. A new message *window* appears.
2. In the **Message** window. Click **Insert** on the **Ribbon**.
3. Click the *Signature* button in the Include group and select the signature you want to insert from the list.**4**

The signature is inserted into the message.



4

Questions

1. Why is it important to have a signature on an email?
2. What all can be included in a signature?