Lesson 7 Inserting a Signature

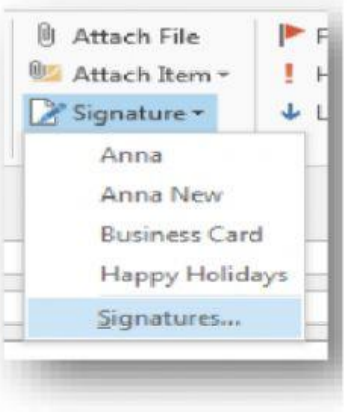
You have learnt how to address your email and write the message. Now you need to know how to sign the message.

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.

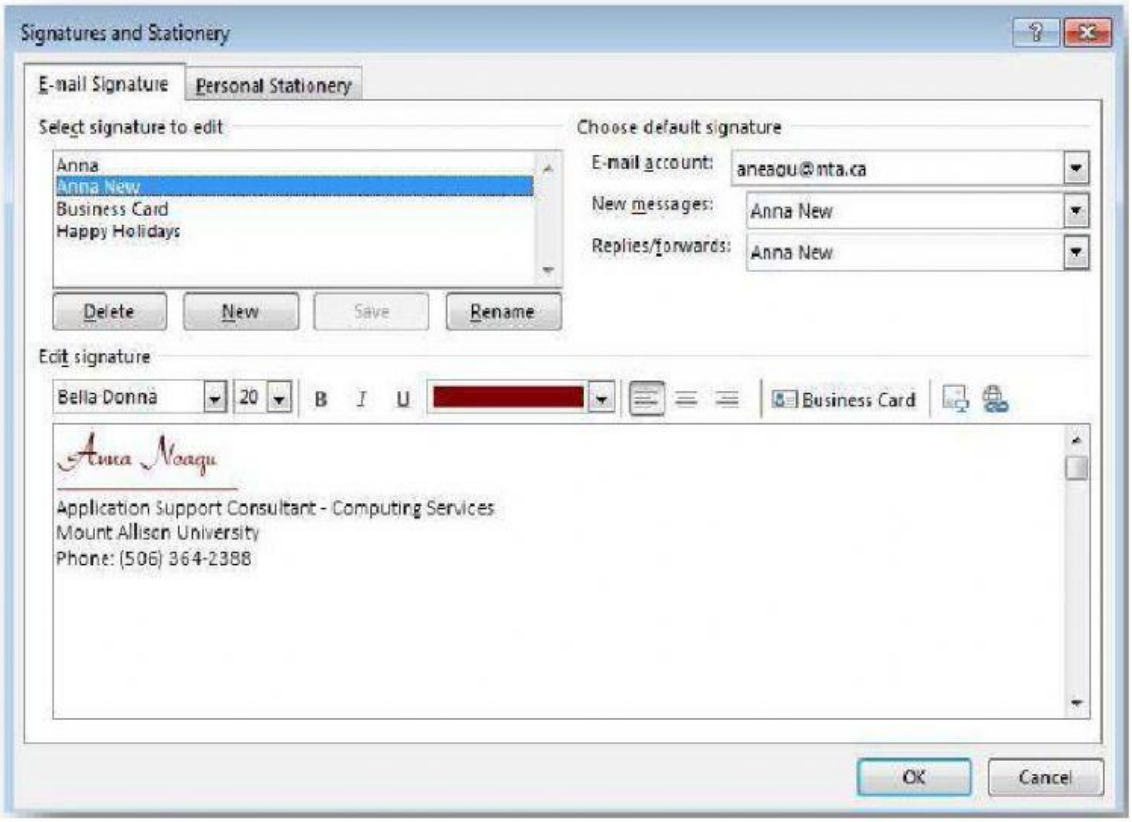
Create a Signature

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.

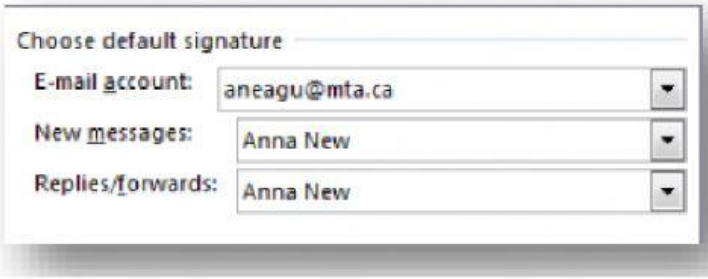
You have now set up your signature and the next email it will appear.

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Set Signature Defaults

You may choose a default signature, you can choose which email account, as well automatically use it for a new message. Re[;ies 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**



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2. Click **OK.**

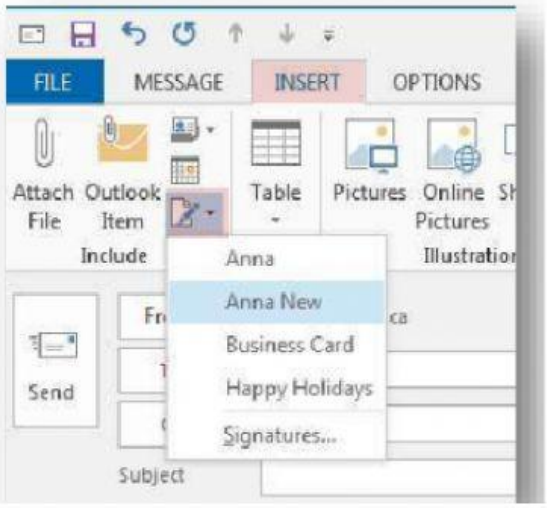
You may also insert a signature manually.

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.

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Questions

1. **Why is it important to have a signature on an email?**

2. **What all can be included in a signature?**

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