

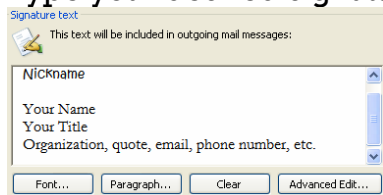
## Tuesday TechTip:

### **Personalize your Email:**

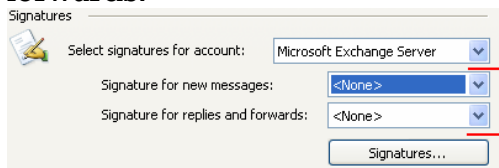
Signatures are often created in outlook as a time saver or more extravagantly as a way to express yourself or company.

### **Create a Signature in Outlook Desktop Client:**

1. Open your Outlook Desktop Client. See below to create a signature using Outlook Web Access.
2. Click on **Tools** → **Options**.
3. In the *Options* dialog box, click the **Mail Format** tab.
4. Click the **Signatures** button towards the bottom of the screen.
5. The *Create Signature* dialog box opens. Click the **New** button.
  1. Enter a “Name for your new signature”
  2. Select “start with a blank signature”, click **Next**.
6. Type your desired signature text in the text box provided.




7. Click the **Font** button to customize font, style, size, or color.
8. After selecting desired font options click **OK**.
9. After you complete your signature click **Finish**.
10. In the *Create Signature* dialog box, you may preview your signature. Verify all looks appropriate then click **OK**.
11. In the *Options* dialog box, select the signature you would like to use for new messages and the signature you would like to use for replies and forwards.



Select the desired signature for new messages and for replies and forwards.

12. Click **OK**.

### **Create a Signature in Outlook Web Access:**

1. Open an Internet browser and go to Outlook Web Access.
2. After logging in, click on **Options**  **Options**
3. Under *Messaging Options*, type your signature in the text box provided.
4. Click to select **Automatically include my signature on outgoing messages**.
5. Towards the top of Outlook Web Access window, click **Save and Close**.



**Be Aware!**

If you use both Outlook Desktop Client and Outlook Web Access, please note that the signatures do not intermingle. Thus, be sure to set up a signature in each if you desire.

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>

Register or view January Technology Workshops at <http://training.ccis.edu>