

Setup Signature(s) in Outlook 2003

- 1) Click on Tools, Options, then Mail Format.
- 2) Locate the Signatures frame near the bottom of the window.
- 3) Make sure that [Microsoft Exchange Server](#) is displayed in the "Select Signatures for Account"; if not, select the preference from the drop down box.
- 4) You will also see [Signature for New Messages](#) and [Signature for Replies and Forwards](#).
- 5) Click on the [Signature](#) button.
- 6) Click New.
- 7) Give a name for the signature you are creating. Suggestion: name it according to its purpose; like, SignNew for signature used for new messages you send out. This signature would have all the detail information you wish to give to new contacts.
- 8) Enter your information in the large text box. Apply Font and/or Paragraph preferences as you prefer by clicking the appropriate button. Note: your signature may not always display as desired, especially, if the recipient is on a mail service that limits viewing to text only format.
- 9) Click Finish.
- 10) Repeat steps 6 – 9 for a second signature. Suggestion: create a second signature which would be a summary of your full signature; like, SignReply to be used when you are replying or forwarding a message that may have been sent to you. This signature may simply contain your name and phone number instead of address, email, dept, etc. *
- 11) Click Ok to return to close [Create Signature](#) window.
- 12) In the drop down box next to [Signature for New Messages](#), select the signature you want to use for messages you create and send.
- 13) In the drop down box next to [Signature for Replies and Forwards](#), select the abbreviated signature you want to use for messages you reply to or forward to someone else.
- 14) Click Apply.
- 15) Click Ok.

**It is not necessary to have two signatures; however, it is helpful when you have a large line of correspondence with someone to have some brevity in the text.*