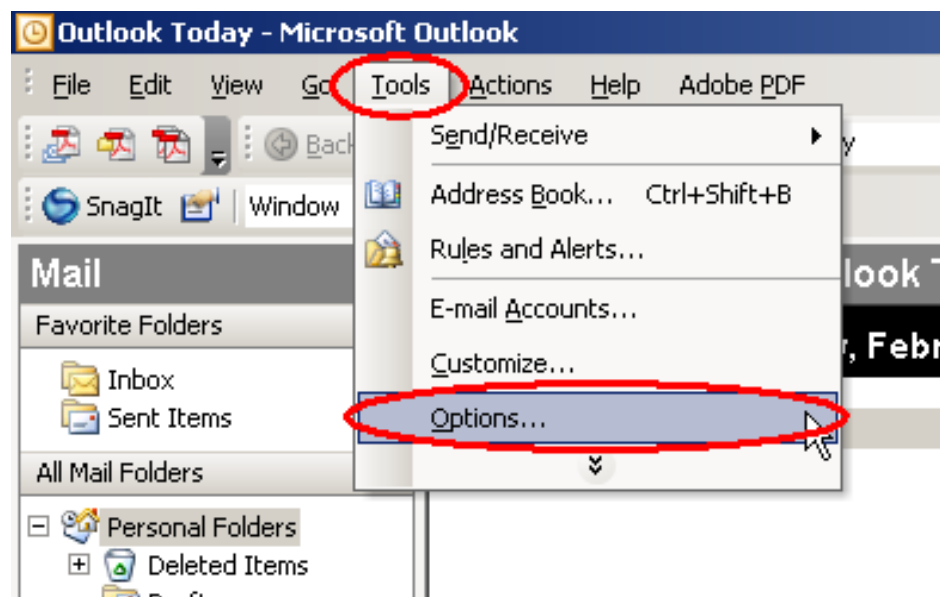


## How to Insert a Signature in a Message with Outlook 2003

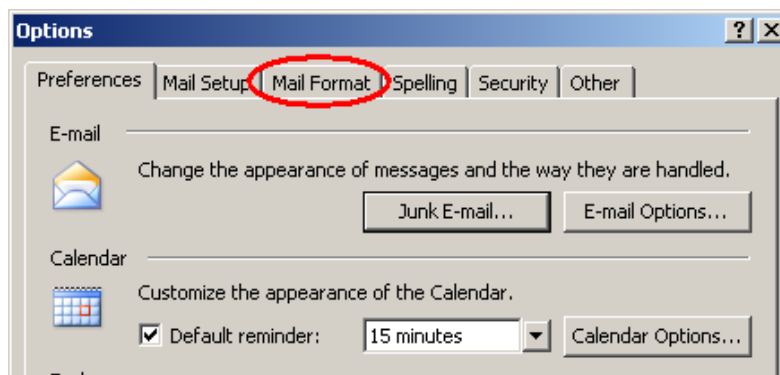
You may wish to create your signature outside of **Microsoft Outlook 2003** and this is perfectly acceptable. You can use **Microsoft Word**, **Notepad**, or an **HTML editor**. Once you have created the signature of your choice, save it as one of the following formats: **.html** or **.rtf** (rich text file) or **.txt** (plain text).

However, you are not required to create your signature before you set up your signature files in **Microsoft Outlook 2003**. Either way, you are now ready to begin the process that is outline below. Have fun!

1. Open **Microsoft Outlook 2003**.
2. Select **Tools**>click on **Options...**

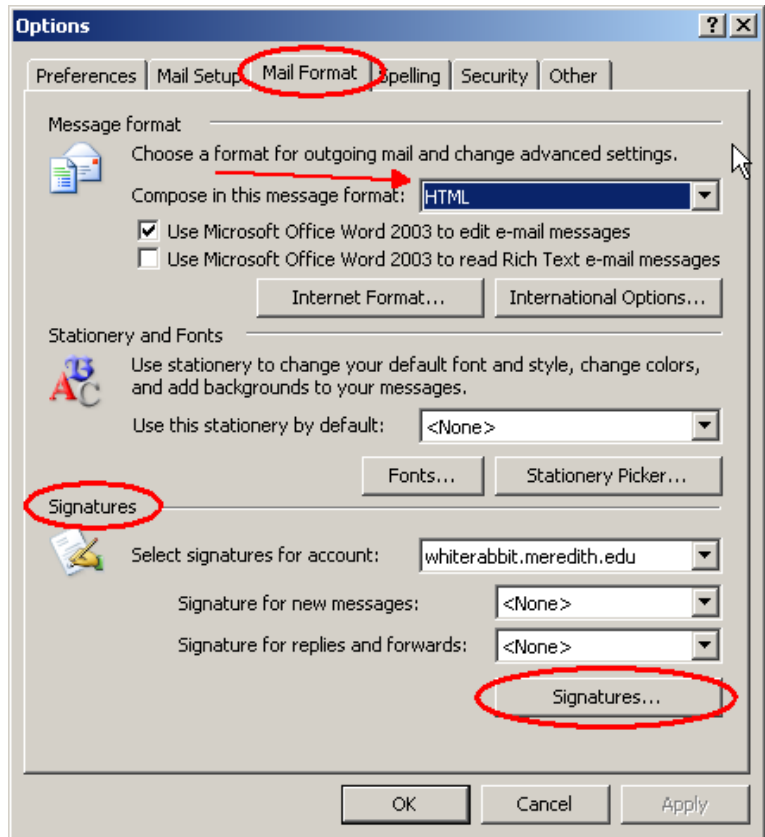


3. Select the **Mail Format** tab, located at the top of the **Options** menu box.

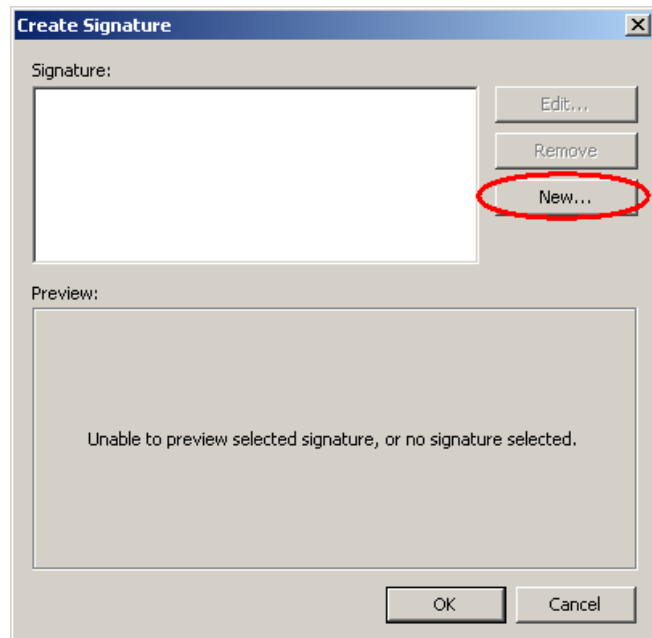


4. If you created your signature before starting this process, make sure that the **“Compose in this message format:”** option is set to the file type of your saved signature.

5. Within the **Signatures** section of this menu, click the button titled **Signatures...**



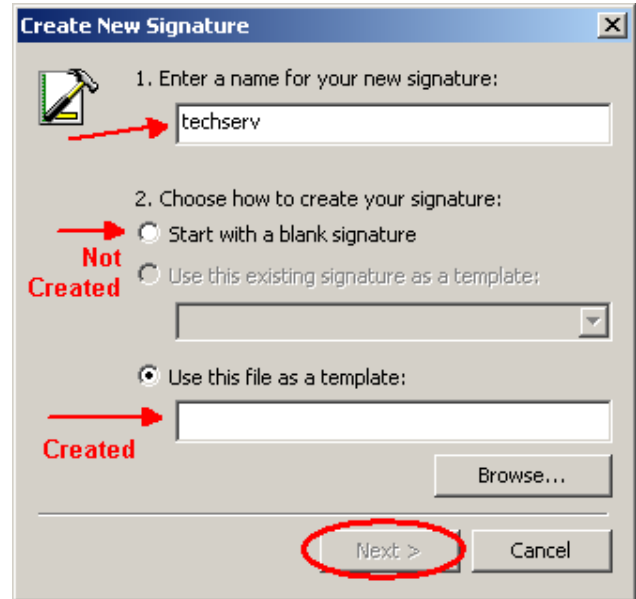
6. Select **New...** from the **Create Signature** window to put in your signature.



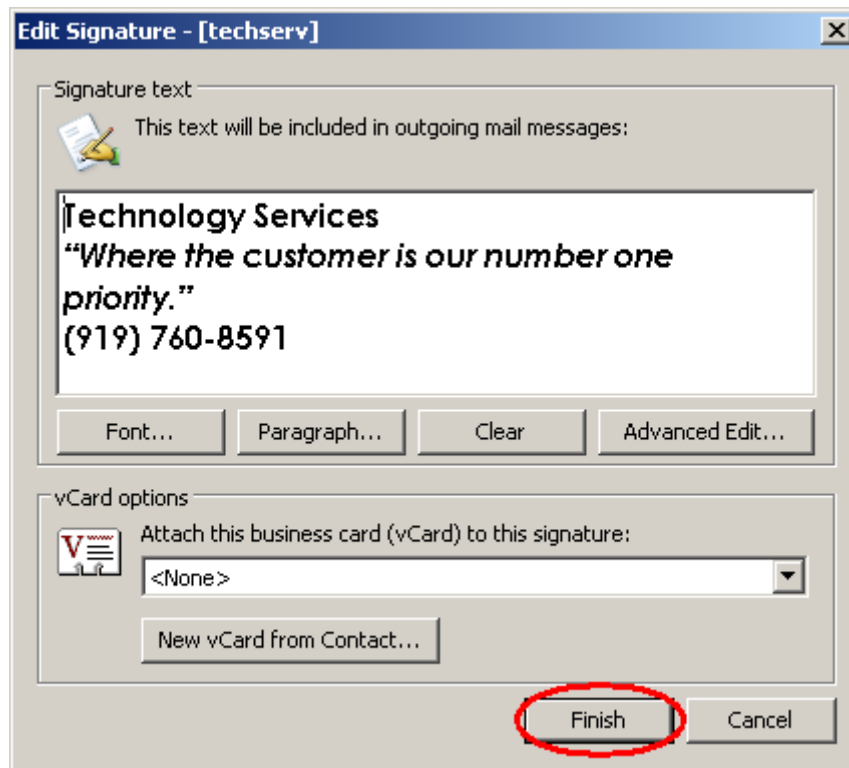
7. Insert the name of this signature in the first blank box.

a. If you did *not* create a signature before beginning this process, select the radio button titled "Start with a blank signature" > click **Next**.

b. If you *did* create a signature before beginning this process, select the radio button titled "Use this file as a template:" then select the location of where you saved the signature > click **Next**.



8. This window is where you can either create or edit the signature depending on the option that you chose above. Once you have your signature to your satisfaction, click the **Finish** button.



9. **Congratulations! You have added a signature to all outgoing messages.**  
**Below is an example of what your sent emails will look like when a signature is added.**

