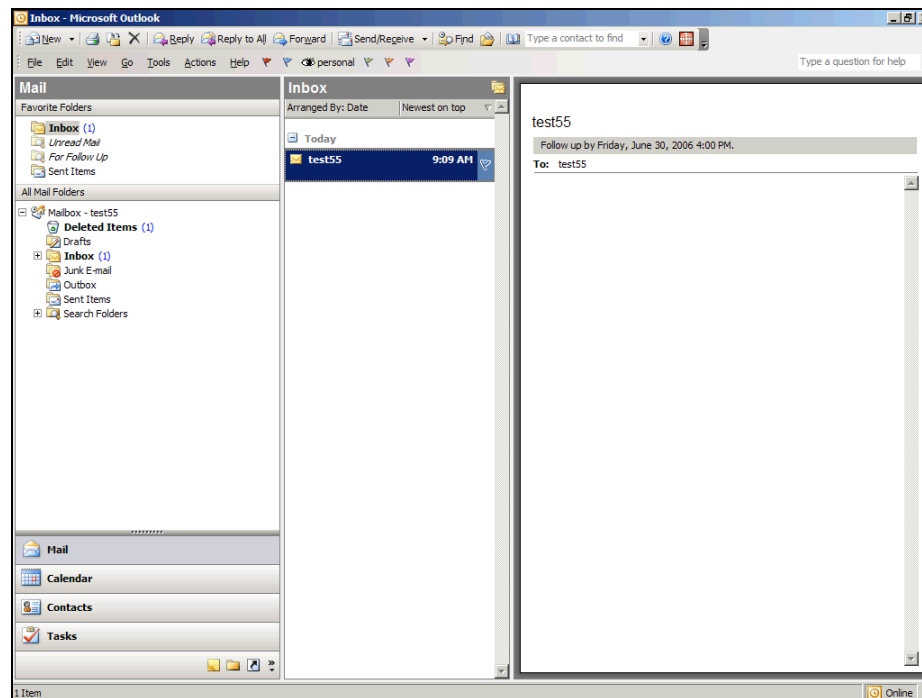


Signature Options/Stationary

Creating Multiple Signatures

Procedure

Outlook allows users to store multiple signatures. This feature could be especially helpful for Administrative Secretaries who help to handle the email for their Principals.

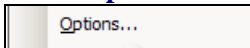


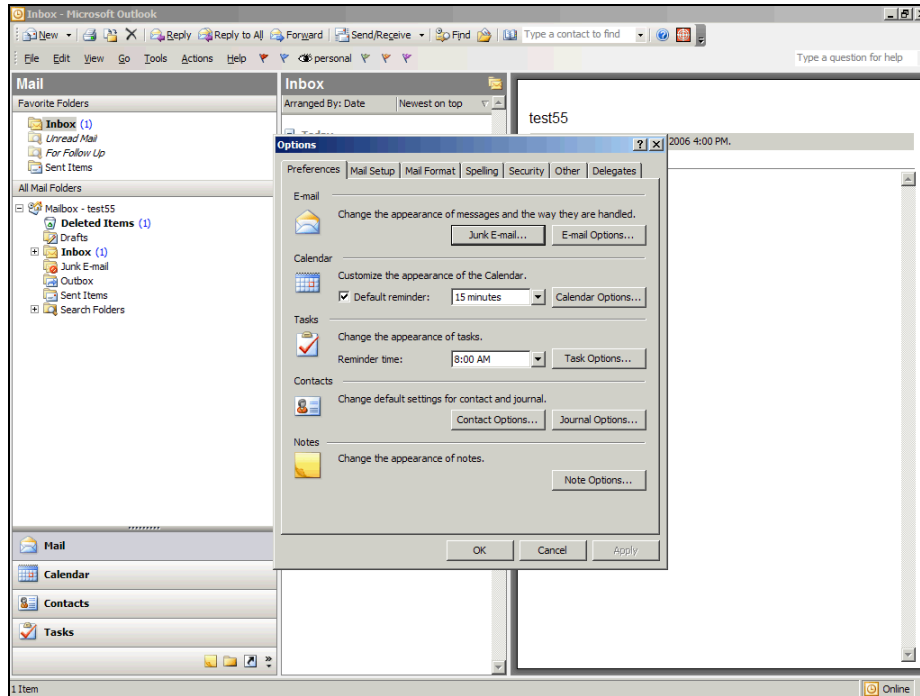
Step	Action
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1. To begin, click **Tools**.



2. Select **Options**.





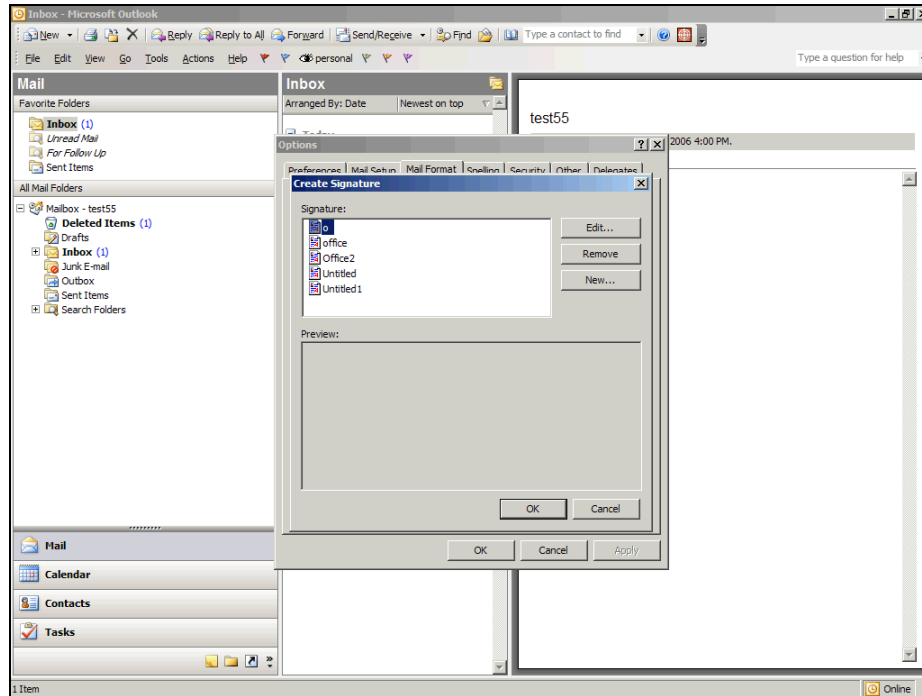
Step	Action
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3. Click the **Mail Format** tab.

Mail Format

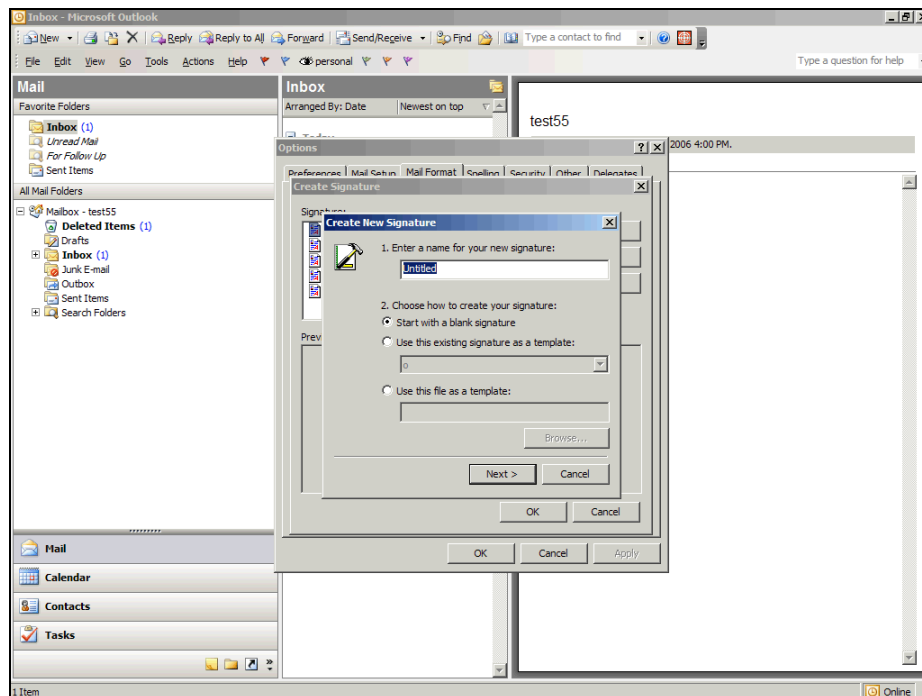
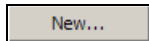
4. Click the **Signatures...** button.

Signatures...



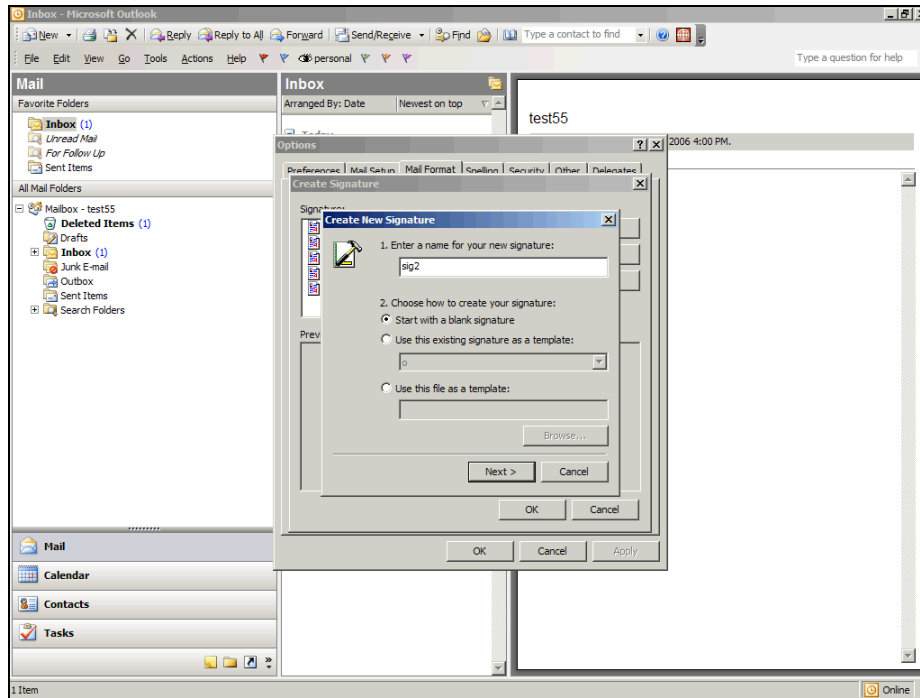
Step Action

- Click the **New...** button.



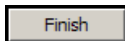
Step	Action
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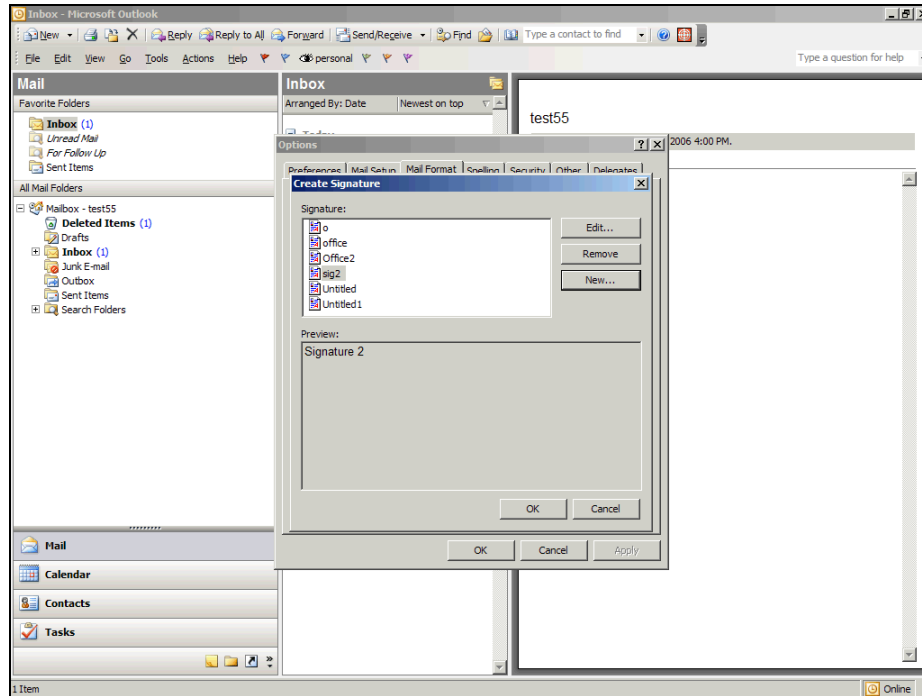
6. Enter the desired information into the **1. Enter a name for your new signature** field. Enter "**sig2**".



Step	Action
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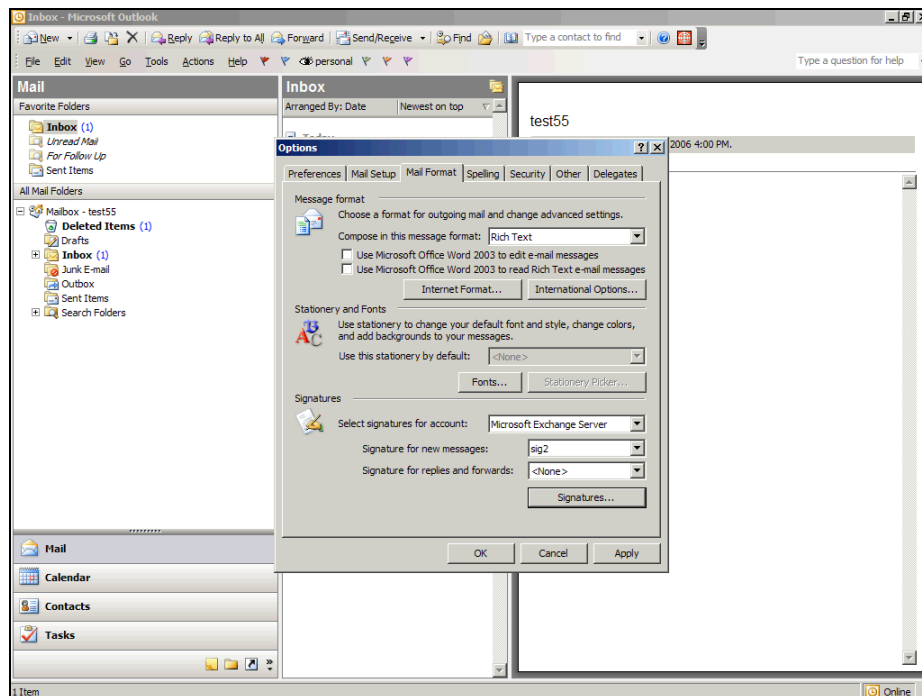
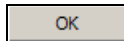
7. Click the **Next** button.
8. Enter the text you want to be included in the signature and click the **Finish** button.





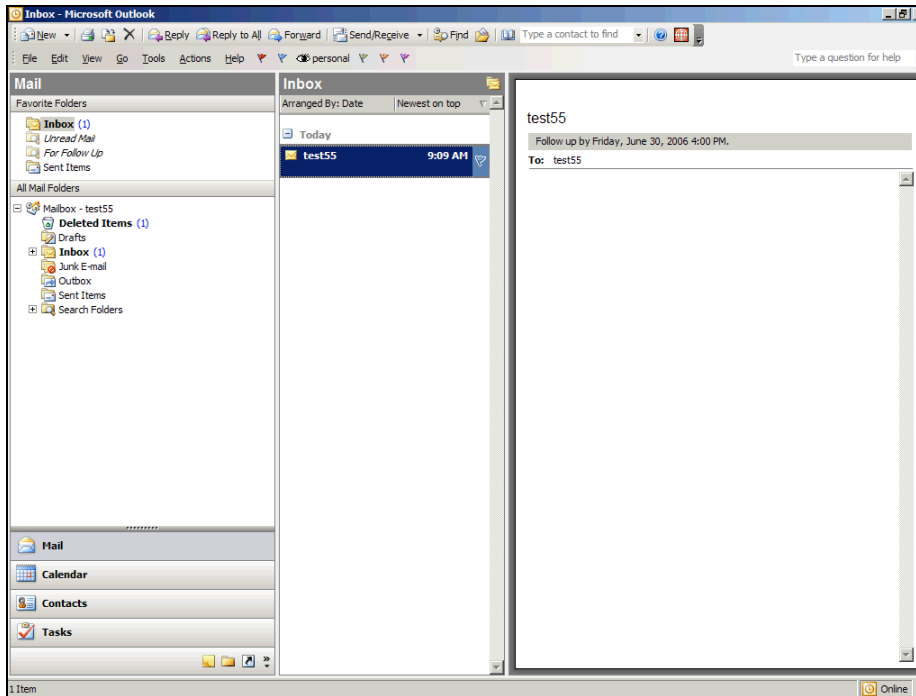
Step Action

- Click the **OK** button.



Step	Action
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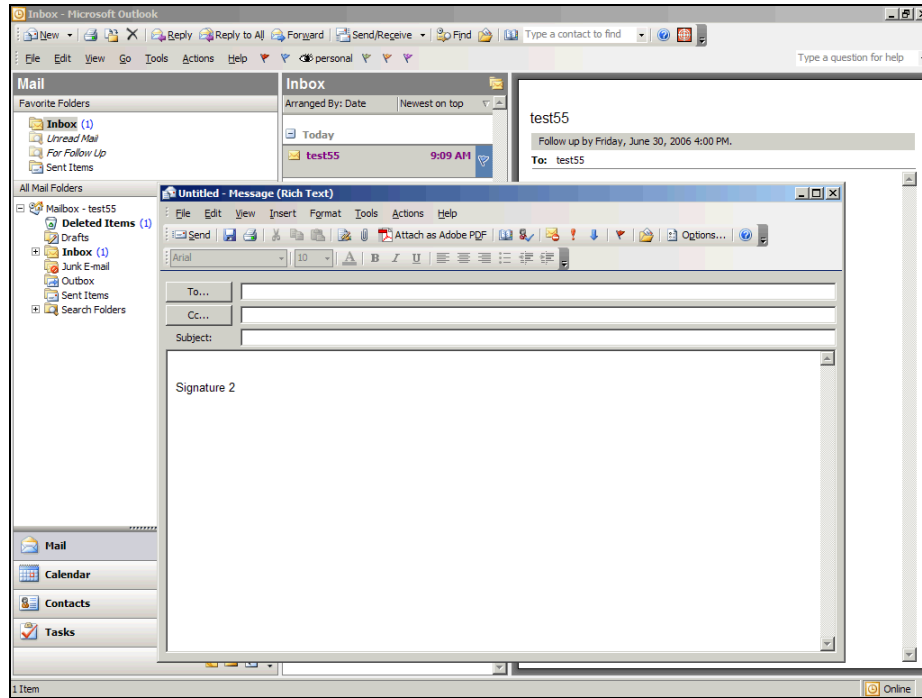
10. Click the **OK** button.



Step	Action
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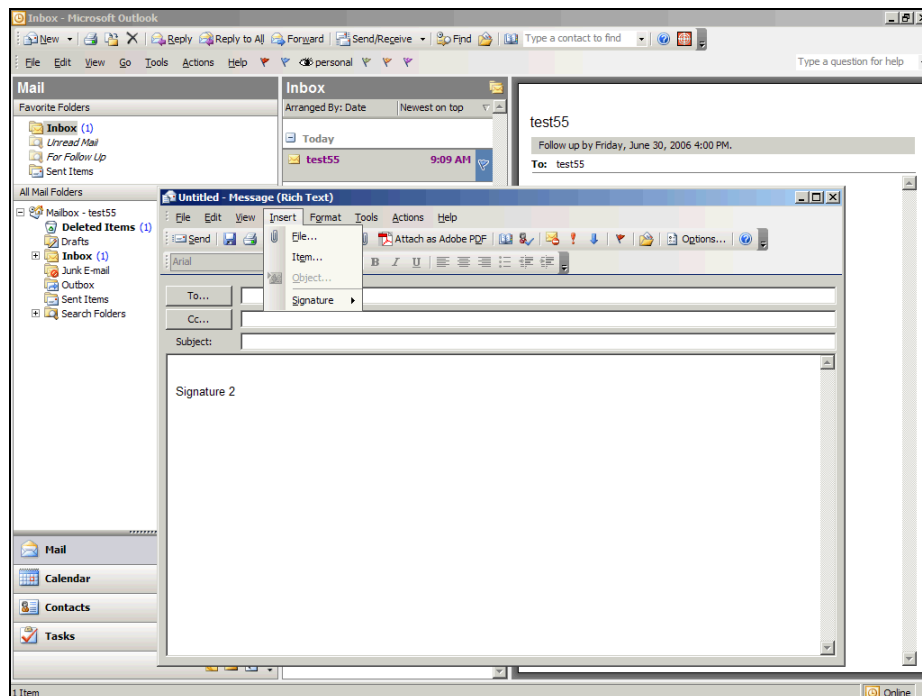
11. To see how to change a signature in an outgoing message begin by clicking the **New** button.





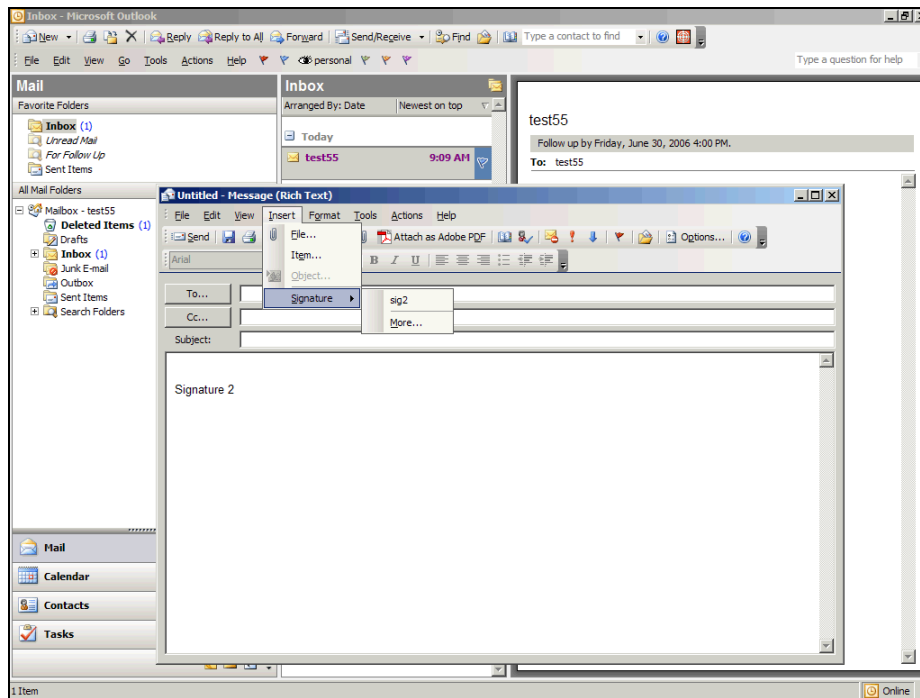
Step Action

12. Select **Insert** from the message bar.



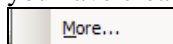
Step	Action
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13. Click on **Signature**.

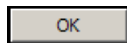


Step	Action
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14. The name of your default signature will be the first signature and any other signatures you have created can be accessed by selecting **More**.



15. Select the signature you want to use in your out going message and click the **OK** button.



16. Congratulations, you have successfully completed the topic on adding Multiple signatures.

End of Procedure.