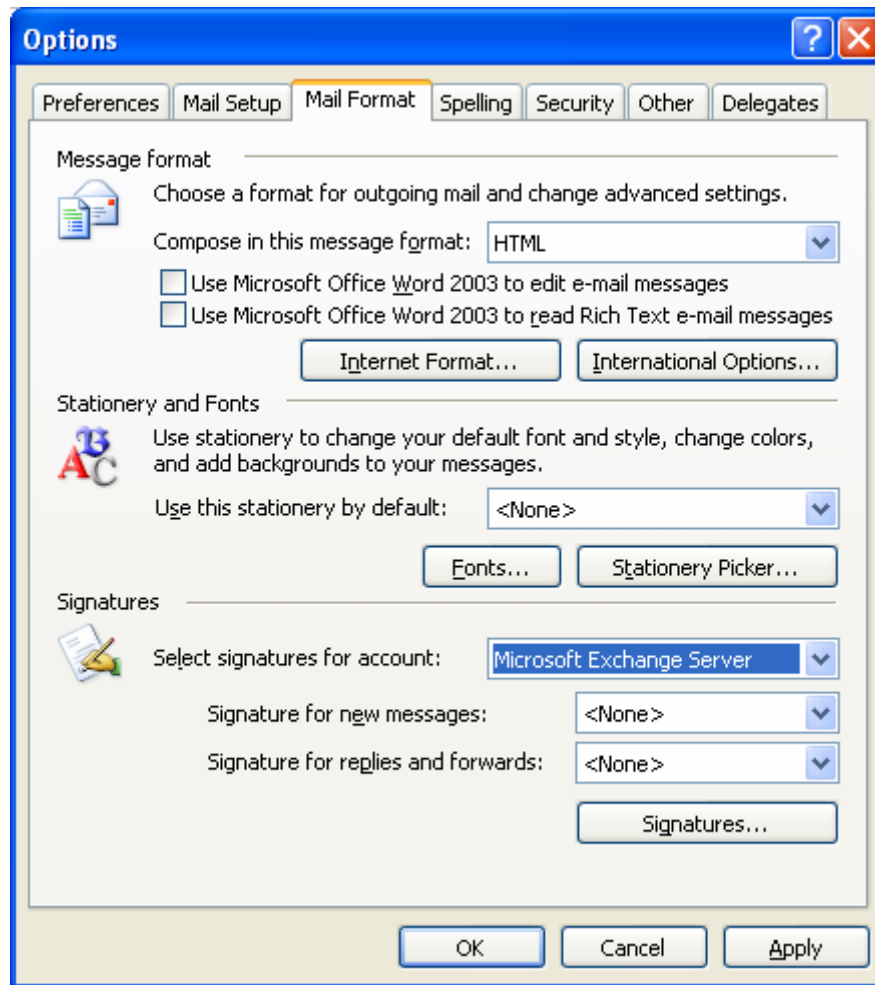
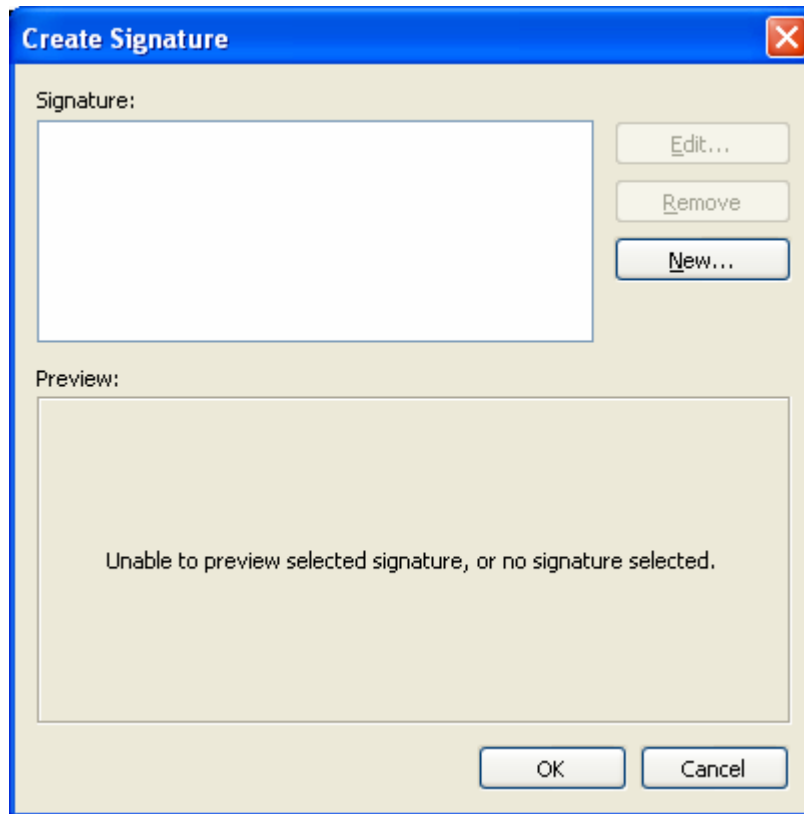


## How to create signatures in Outlook 2003

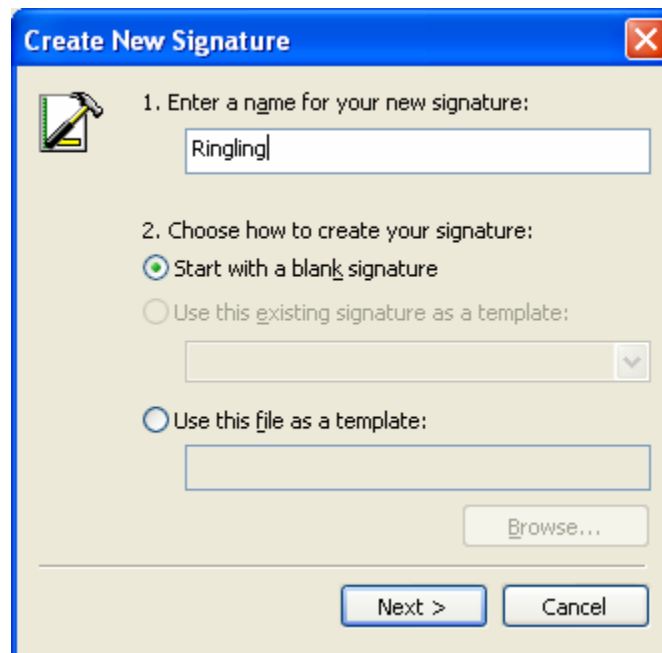
- Go under Tools -> Options. The Outlook “Options” window will open.



- Click on the “Mail Format” tab. Then click on the Signatures button.
- The “Create Signature” window will open.



- In the “Create Signatures” Window, click on the “New” button.
- The “Create New Signature” window will open.



- Enter a name for your new signature (e.g., Ringling) and click Next.
- The “Edit Signature” Window will appear.



- Type in what you want to appear as your signature in the “Edit Signature” window.
- Click “Finish” when done to preview your signature.
- Click “OK” once to go back to the Mail Format tab under the Options window.
- You can choose which signature you want to add for “New Messages” and for “Replies and Forwards”. Usually new messages contain signatures but you can choose to add them to replies and forwards also if you wish. Whenever composing a new message, you will have the option of choosing one signature or the other but the choice that you make on this screen would be your default choice.

### How to use multiple signatures

- When you compose a new message, you will see your default signature appearing. You will need to clear it first if you don’t want to use it.
- To choose a different signature in its place, click on the signature button and choose the signature you want appearing in this message.

