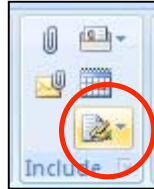


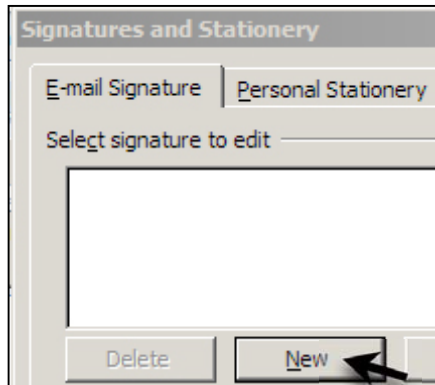
Creating e-mail signatures with Outlook 2007

Creating an e-mail signature

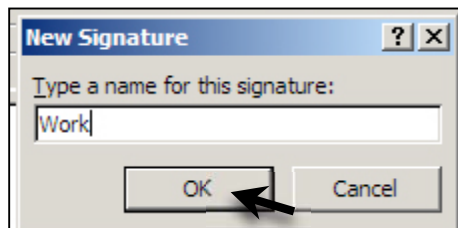
1. Open a new e-mail.
2. Click the arrow beside the **Signatures** icon on the **Include** section of the ribbon and select **Signatures** on the submenu.



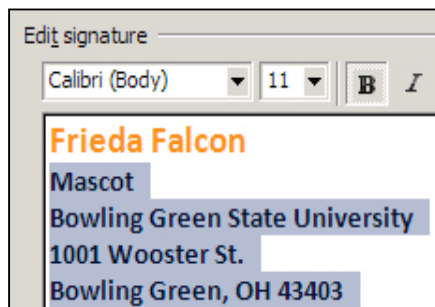
3. In the **Signatures and Stationery** form, click **New**.



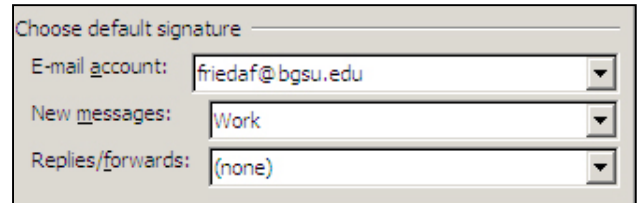
4. Type a name to distinguish this signature and click **OK**.



5. In the box below, type the text you would like to appear in the signature.
6. Select and format the text if you wish.



7. In the **Choose Default Signature** section of the form, indicate when this signature should be used.
8. Click **OK**.



Personalizing a business card

You can personalize the business cards that appear in the **Business Cards** view of your **Contacts**.

One reason you may want to do this is to create a special card for yourself, which you can include in your e-mail signature or forward separately to associates.

Before:



After:



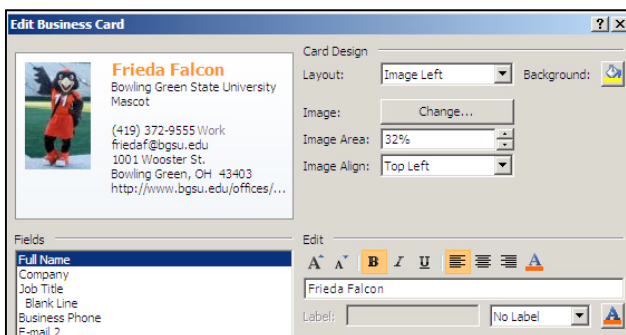
Creating e-mail signatures with Outlook 2007

Creating a personalized card:



1. If you do not already have a **Contact** record for yourself, create one.
2. With the contact record open, click the **Business Card** icon on the ribbon to show the **Edit Business Card** form.

3. To add your own image, click the **Image Change** button and navigate to the file you want to add. Click **OK**.
4. Then use the **Layout** menu to position the image on the card.
5. Make the image larger or smaller using the **Image Area** menu.
6. Click a name in the **Fields** list and the text in that field will appear in the **Edit** box to the right. You can then format the text.
7. When you are satisfied, click **OK**.

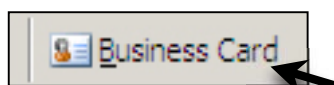
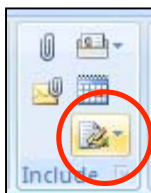


More complex signatures

Now you can add your personalized business card to your e-mail signature. You can also add other images and links.

Adding a business card:

1. Open a new e-mail.
2. Click the arrow beside the **Signatures** icon on the ribbon and select **Signatures** on the submenu.
3. In the **Signatures and Stationery** form, highlight the name of the signature you want to edit.
4. Move the cursor to the point in the signature where you would like to insert the card, and click the **Insert Business Card** icon.



Adding an image:

1. To add a photo, logo, or other image, click the **Insert Image** icon.
2. Navigate to the file you wish to insert, and click **Insert**.



Adding a link:

1. To add a link, click the **Insert Hyperlink** icon.
 2. Navigate to the page you'd like to link, or paste the URL of the page. (Click the small globe icon to access a web browser.)
 3. In the **Text to Display** box, type the words you would like to use to represent the link in your signature, and click **OK**.
 4. When you are satisfied with the signature, click **OK**.
 5. To see your changes, click the arrow beside the **Signatures** icon and select the name of the Signature you have just edited.
- If you added a business card to this signature, you will see the **V-card** file in the **Attached** box, in addition to seeing the card in the signature.

