



Taming The Technology Tiger

<http://www.TechnologyTiger.com>

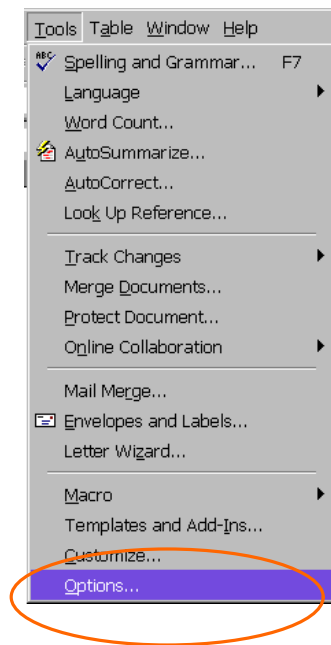
How To Create An Email Signature in Outlook 2000

Email signature lines for Outlook are created in Word. In your email signature, you should include all contact information such as:

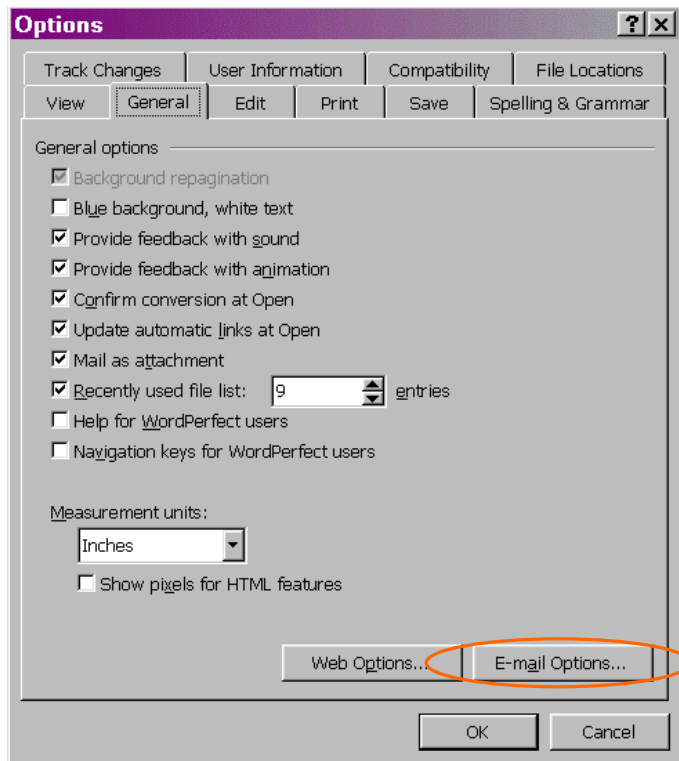
- Name
- Title
- Email address
- Web site address (URL)
- Telephone number

Here's how:

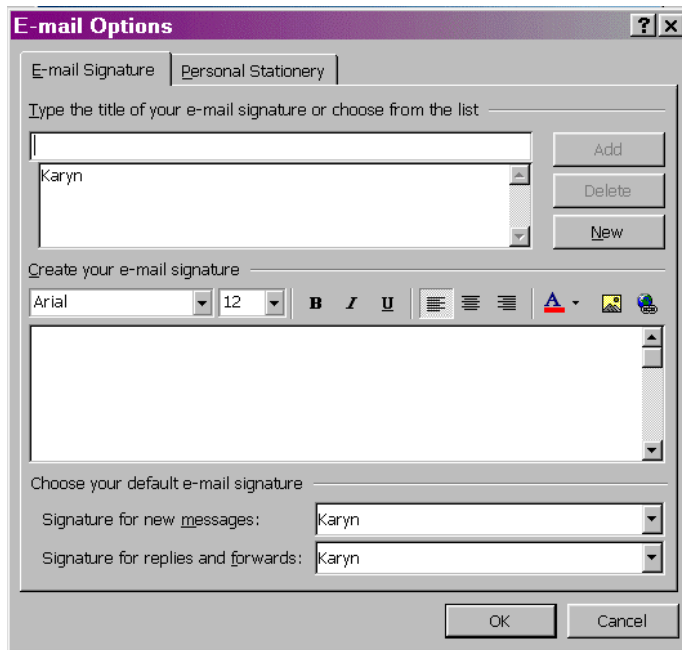
1. Open MS Word.
2. From the **Tools** menu, choose **Options**.



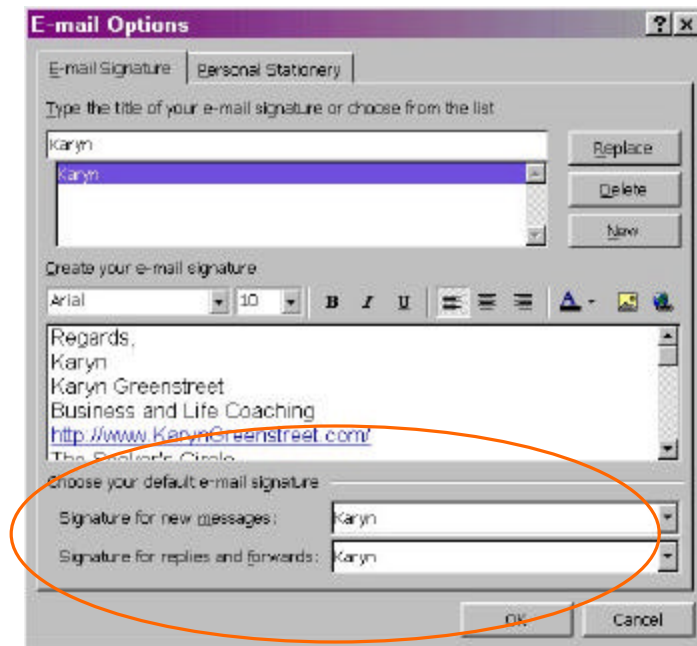
3. Click on the **General** tab.



4. Click the **Email Options** button.



5. Type the **Title** of your email signature.
6. In the **Create Your Email Signature** area, type all the text you want in your signature.
7. Select all the text in the signature area, and choose the appropriate font, size, color, etc.
8. When you are satisfied with the email signature, click the **Add** button. This will add the signature to the list of available signatures. (You could create one signature that goes out to current clients, and different signature that goes out to potential clients.)



9. Choose the **default signature** for emails by using the drop-down lists.
10. Click the **OK** button to leave the email options area. Click the **OK** button again to leave the General Options area.
11. Go to Outlook and create a new email message. Your new signature will appear.