Step 1: In Outlook click FILE from the top left of the ribbon.



Step 2: Click the Options link in the left navigation.



Step 3: Click the Mail link in the left navigation of the new pop up menu.



Step 4: Click Signatures on the right of the pop up menu.

Outlook Options		3
General Mail	Change the settings for messages you create and receive.	•
Calendar	Compose messages	
People Tasks	Change the editing settings for messages.	н
Search Language Advanced	ABC Always check spelling before sending Spelling and Autocorrect	
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	)
Add-Ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Fonts</u>	
	Outlook panes	
	Customize how items are marked as read when using the Reading Pane.	
	Message arrival	
	<ul> <li>When new messages arrive:</li> <li></li></ul>	
	<ul> <li>Display a Desktop Alert</li> <li>Enable preview for Rights Protected messages (May impact performance)</li> </ul>	

Step 5: Click the New button on the Signatures and Stationery pop up.

Signatures and Stationery	Contraction of the local division of the loc
E-mail Signature Personal Stationery	
Sele <u>c</u> t signature to edit	Choose default sign
Signature	E-mail <u>a</u> ccount:
	New <u>m</u> essages:
	Replies/forwards:
Delete New Save Renam	e
Edi <u>t</u> signature	

Step 6: Name your new signature.

New Signature	\$ X
Type a name for this si	gnature:
ОК	Cancel

Step 7: Copy your signature template and right click into the signature area selecting the Keep Source Formatting option.

-mail Signature	Personal Stationery	
ele <u>c</u> t signature t	o edit	Choose default signature
Signature Standards	* •	E-mail <u>a</u> ccount: matthew.haynes@dana.com New <u>m</u> essages: (none) Replies/ <u>f</u> orwards: (none) The forwards: (n
Delete di <u>t</u> signature Arial	<u>N</u> ew <u>S</u> ave <u>R</u> ename ▼ 12 ▼ B I <u>U</u> Automatic	▼ = = Business Card 0 ⊕
	Cut Copy Paste Options:	

Step 8: On the top right of the Signatures and Stationery pop up menu select your newly made signature from the dropdown menus for New messages: and Replies/forwards. Then click OK.

New <u>m</u> essages: Replies/ <u>f</u> orwards:	Your Signature
	See Business Card