

# ISSInfo



## Creating Signatures in Outlook 2003

Setting up a signature file to attach to e-mail messages saves time and provides consistent information about the sender; e.g., name, title, telephone numbers or other information. Multiple signature files may be created and attached to messages as appropriate; e.g., off-campus vs. on-campus or formal vs. informal.

### To Create a Signature File

1. Select **Options** from the **Tools** menu.
2. Click the **Mail Format** tab.
3. In the **Signature** section, click the **Signatures** button.
4. Click the **New** button.
5. Enter a name for the signature in the space provided. (e.g. "On Campus")
6. Select how you would like to create your new signature.
  - Start with a blank signature.
  - Or use an existing signature or file as a template.
7. Click the **Next** button.
8. Enter data in the **Signature Text** box.
9. To make formatting changes to the signature content, select the data, and click the **Font**, **Paragraph**, or **Advanced Edit** buttons and make changes in the resulting window.
10. Click the **Finish** button.

### To Create a Default Signature

After signatures have been created, a default signature for new messages, replies and forwards may be assigned.

1. Select the signature file name from the list menu in the **Signature** section.
2. To set a default signature, select **Options** from the **Tools** menu.
3. Select **Mail Format**
4. Click the **OK** button.

### To Create a vCard

Outlook supports the use of vCards, the Internet standard for creating and sharing virtual business cards. You can save a contact as a vCard and send it in an e-mail message. You can also add a vCard to your e-mail signature.

1. To create a vCard from a record in your **Contacts** folder, access **Tools/Options/Mail Format/Signatures...** Select a signature and click the **Edit** button.
2. In the **vCard options** section of the dialogue box, select **New vCard from Contact...** button.
3. Scroll through the list to find the desired contact name; highlight it and click the **Add->** button.
4. Click **Ok**.
5. By default the new vCard will be attached to the edited signature. If desired, unattach the vCard by selecting "None" in the dropdown box.
6. Click **Ok** again to close the **Edit Signature** dialogue box.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to [helpdesk@callutheran.edu](mailto:helpdesk@callutheran.edu).