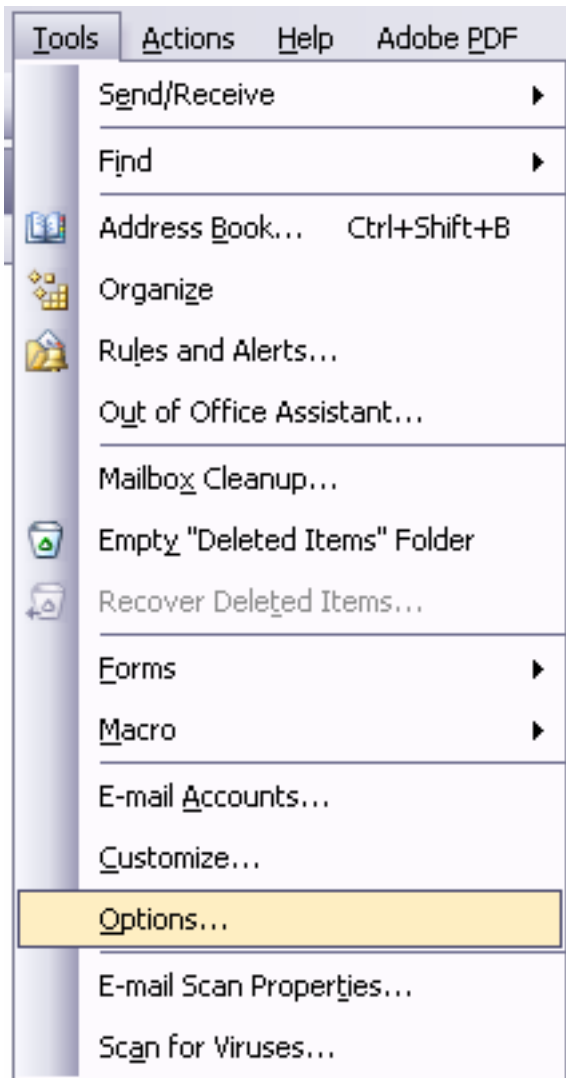


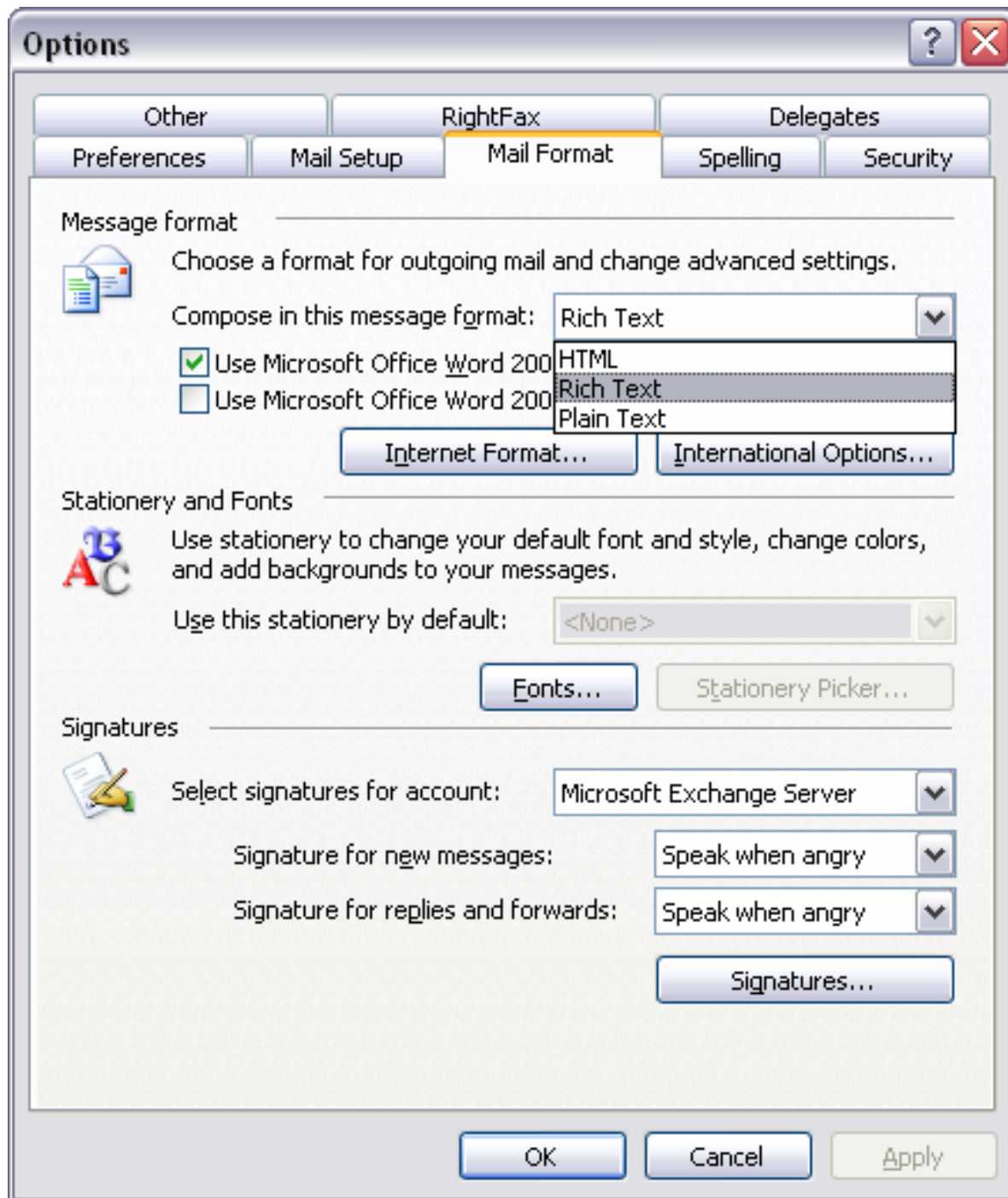
# CREATING A SIGNATURE IN OUTLOOK 2003

*Begin by highlighting and copying your existing signature from a sent email.*

Go to **Tools > Options**



Under the **Mail Format** tab, for message format choose **Rich Text**, then click the **Signatures...** button at the bottom of the window.



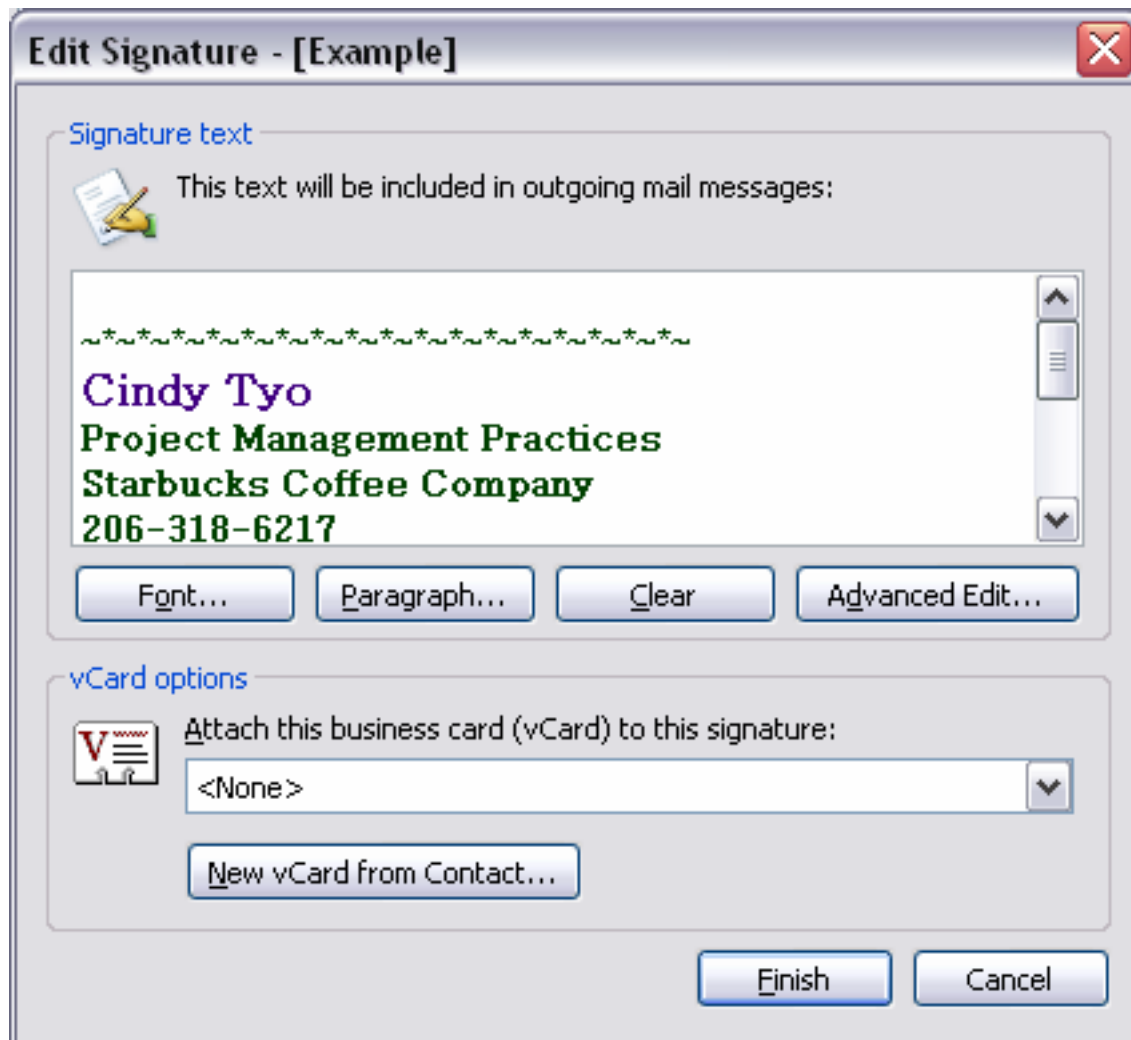


Name your new signature file and click **Next >**.



Paste your signature information (or enter and format the information if you do not have your prior signature copied). The **Advanced Edit...** button will launch Word if rich text was chosen as the message format on the Options > Mail Format tab.

Click the **Finish** button when done.



At the Create Signature box, click **OK** to return to the Options > Mail Format window.

You have the choice to pick one signature for new messages and one for replies and forwards. When you have chosen your signatures, click **OK**.

