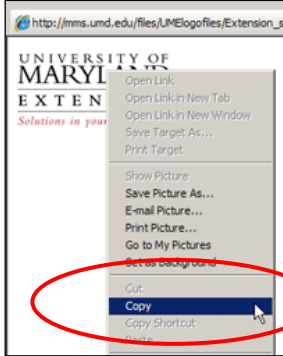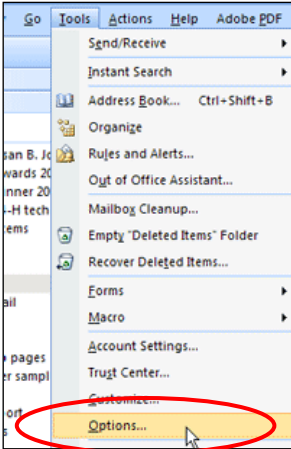# Customizing your signature in Outlook 2007

Outlook's signature feature allows you to automatically add your signature and contact information to the messages you send. Follow the directions below to create a signature that includes the standardized UME format for your email signature, including your name, job title, office, phone number, and UME logo to look like the example to the right:
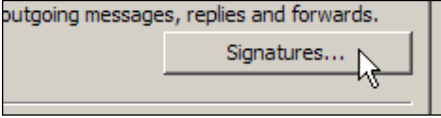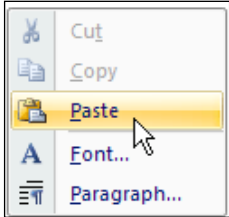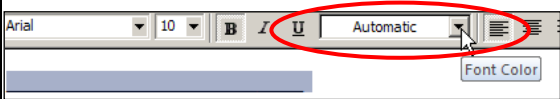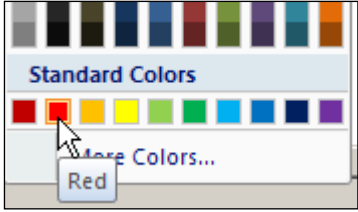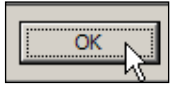
_____

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What you do …	*What you see …*
You will need to **copy and paste** the preformatted UME logo from the MMS website. Hold down the **control key** and click on the link below: *http://mms.umd.edu/files/UMElogofiles*	
The UME logo will be displayed in your browser window. **Right click** on the logo, and then choose **Copy** (for *Internet Explorer*) or **Copy Image** (for *Firefox*) from the pop-up menu.	
Open Outlook 2007. From the **Menu** bar, select *Tools>Options*	

What you do …	*What you see …*
Click the **Mail Format** tab	
Click the **Signatures** button	
Click the **New** button	
Type a name in the New Signature box to give this signature a title, then click **OK.**	
Type your contact information into the window, following the format of the example at the top of page one of these directions	
Scroll to the bottom of your contact information and click where you want to insert the logo **Right Click** and select **Paste** to insert the UME logo.	
Create a **red line** above your name by: • holding down the underline key on your keyboard • highlighting the underline • clicking on the drop-down menu that says "Automatic" Select **Red** from the **Standard Color** choices Click **OK**	

Note: Outlook 2007 will allow you to create multiple signatures, and select a specific signature to insert in a message after you have created the message. You can follow the steps above to create a second more informal signature that you can use when emailing recipients within UMD.