## **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 <b>copy and paste</b> the preformatted UME logo from the MMS website. Hold down the <b>control key</b> and click on the link below: <u>http://mms.umd.edu/files/UMElogofiles</u>	College of Agriculture & Natural Resources Address [Internet on [Research Marketing & Media Services Inter [Marketing Media Service] [Corrigit & Far Use [Research (Fig. [MCE Promotoral Inter [Marketing Media Services College]] [Address Address For Contract Second (Fig. [MCE Promotoral Inter [Marketing & Media Services College]]
The UME logo will be displayed in your browser window. <b>Right click</b> on the logo, and then choose <b>Copy</b> (for <i>Internet Explorer</i> ) or <b>Copy Image</b> (for <i>Firefox</i> ) from the pop-up menu.	Correction of the second seco
Open Outlook 2007. From the <b>Menu</b> bar, select <i>Tools&gt;Options</i>	So       Ioois       Actions       Help       Adobe 2DF         Sgnd/Receive       >         Instant Search       >         Address Book       Ctrl-Shift-B         Organize       Organize         san B. Jc       Rules and Alerts         wards 2C       Ouget of Office Assistant         mmer 20       -H tech         ems       B         all       Empty "Deleted Items         Eorms       >         Account Settings       Trust Center         Gestomize       Options

What you do	<u>What you see</u>
Click the Mail Format tab	Options Preferences Mail Setup Mail Format Spel E-mail
Click the <b>Signatures</b> button	butgoing messages, replies and forwards.
Click the <b>New</b> button	Delete New Save Rename
<b>Type a name</b> in the New Signature box to give this signature a title, then click <b>OK</b> .	
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 <b>Right Click</b> and select <b>Paste</b> to insert the UME logo.	₭     Cut       ►     ⊆opy       ▲     ₽aste       ▲     Font       ➡     ₽aragraph
<ul> <li>Create a red line above your name by:</li> <li>holding down the underline key on your keyboard</li> <li>highlighting the underline</li> <li>clicking on the drop-down menu that says "Automatic"</li> <li>Select Red from the Standard Color choices</li> </ul>	Arial 10 10 B I U Automatic Font Color Standard Colors
Click <b>OK</b>	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.