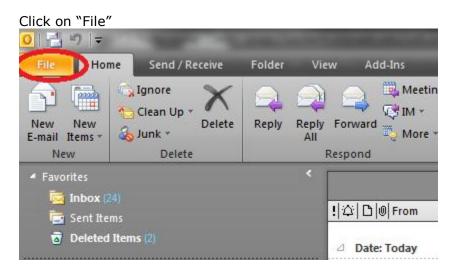
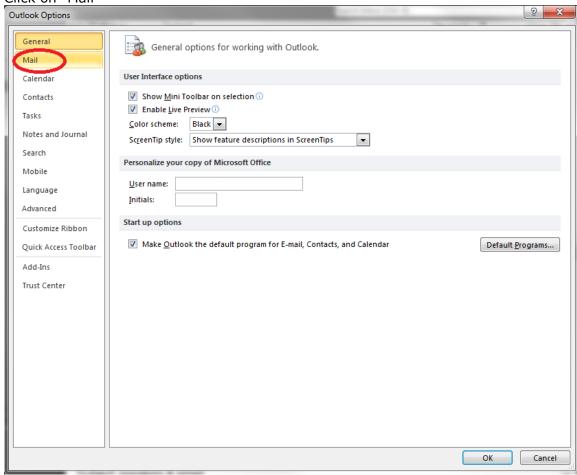
How to

Create a Signature Block in Outlook 2010



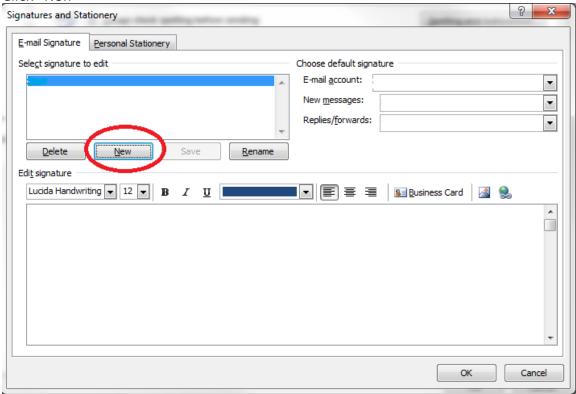


Click on "Mail"



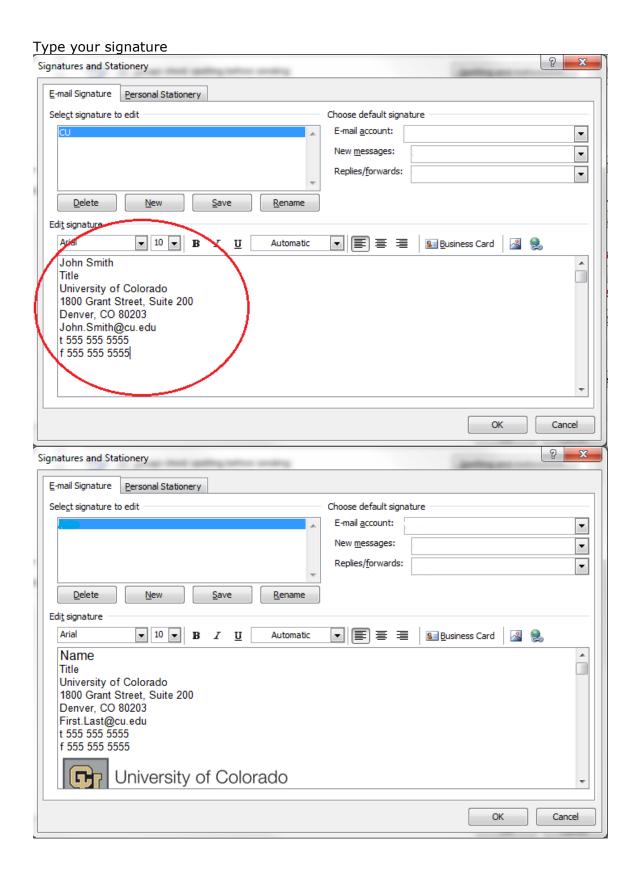
Click "Signatures" ୃ 🍍 Outlook Options General Change the settings for messages you create and receive. Mail Compose messages Calendar Contacts Change the editing settings for messages. Editor Options... Compose messages in this format: HTML Tasks • Notes and Journal Always check spelling before sending Spelling and Autocorrect... Search Ignore original message text in reply or forward Mobile Language Create or modify signatures for messages. Advanced Customize Ribbon Stationery and Fonts... Use stationery to change default fonts and styles, colors, and backgrounds. Quick Access Toolbar Add-Ins Customize how items are marked as read when using the Reading Pane. Reading Pane... Trust Center Message arrival When new messages arrive: Play a sound ☑ Briefly change the mouse pointer Show an envelope icon in the taskbar ☑ Display a Desktop Alert <u>D</u>esktop Alert Settings... Enable preview for Rights Protected messages (May impact performance) Cleaned-up items will go to this folder: Browse... OK Cancel

Click "New"

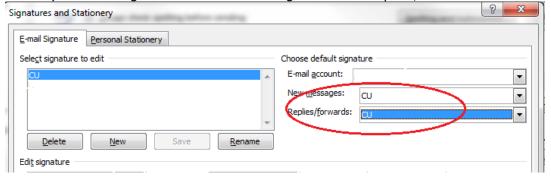


Enter a name for your signature and click "Ok"





Select your new Signature for New messages and for Replies/forwards and click "Ok"



Note: for email signature branding standards go to:

https://www.cu.edu/brand-and-identity-guidelines/email-signatures

For all branding standards go here:

https://www.cu.edu/brand-and-identity-quidelines/cu-branding-and-identity-standards-manual

When you compose a new email or reply to or forward an email your signature will be included.

