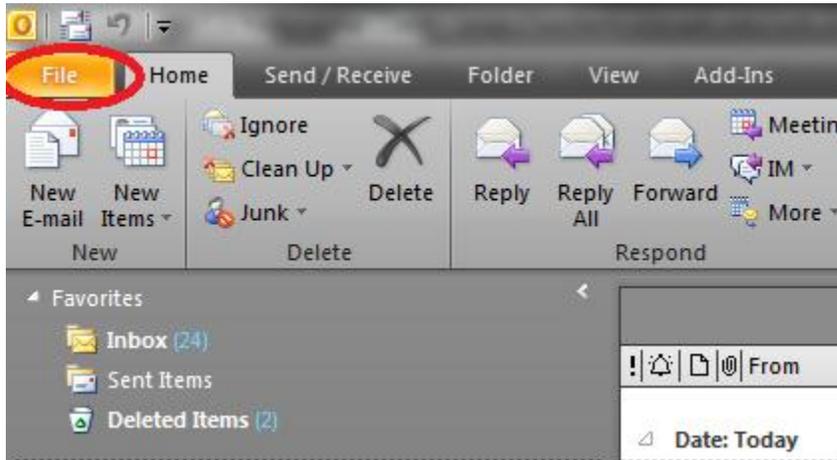


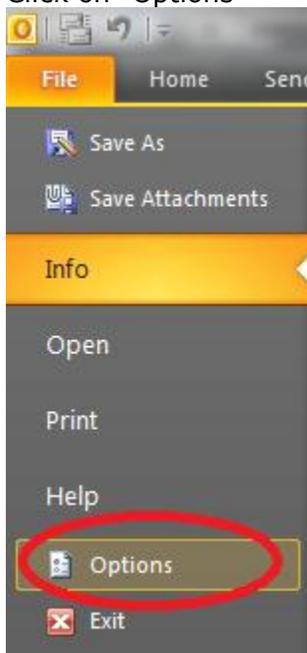
How to

Create a Signature Block in Outlook 2010

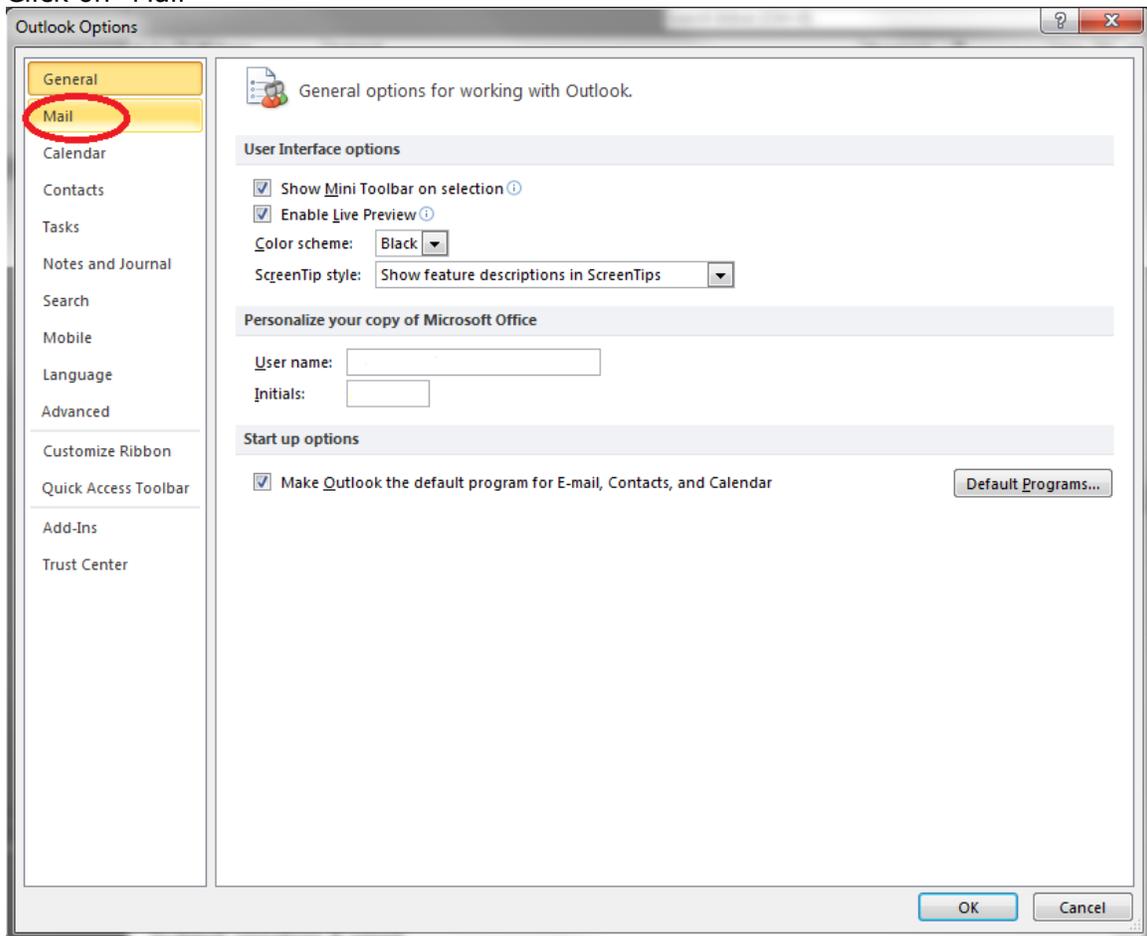
Click on "File"



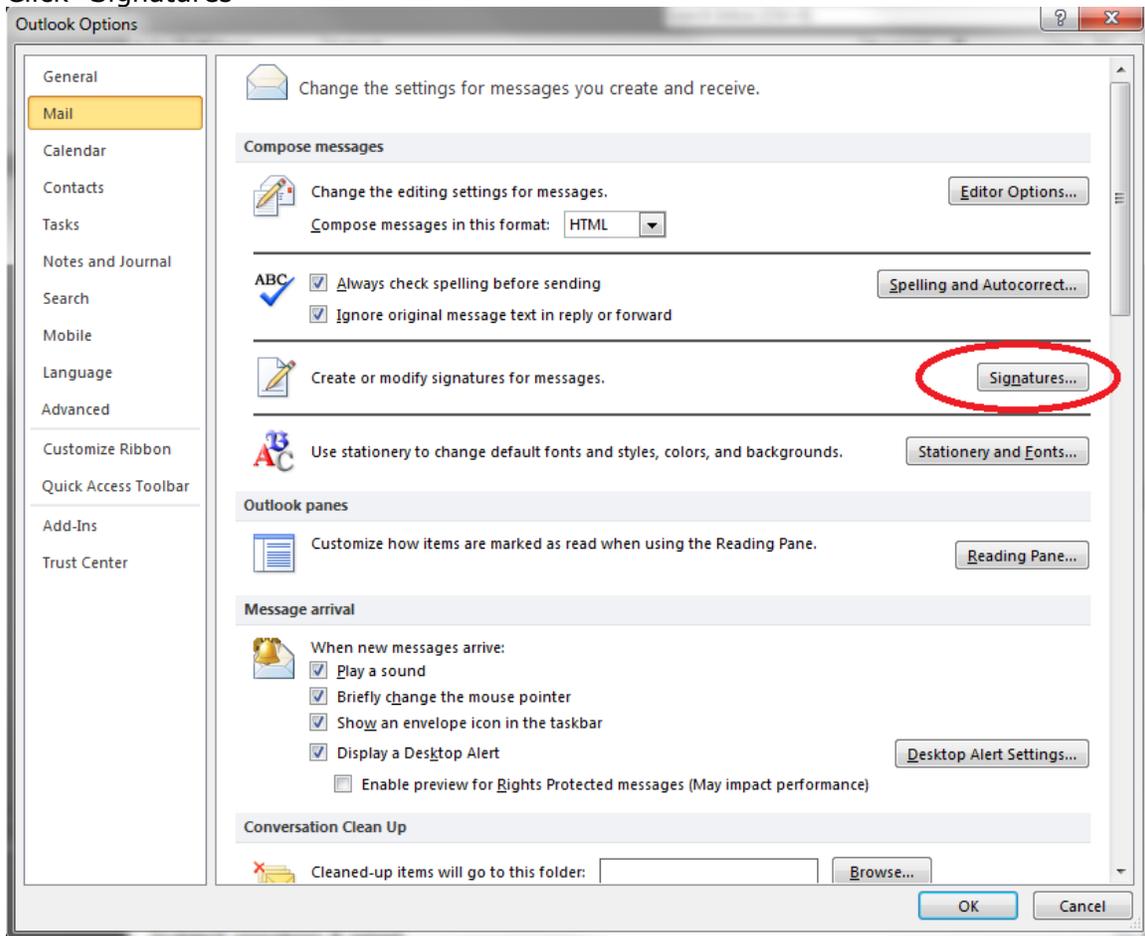
Click on "Options"



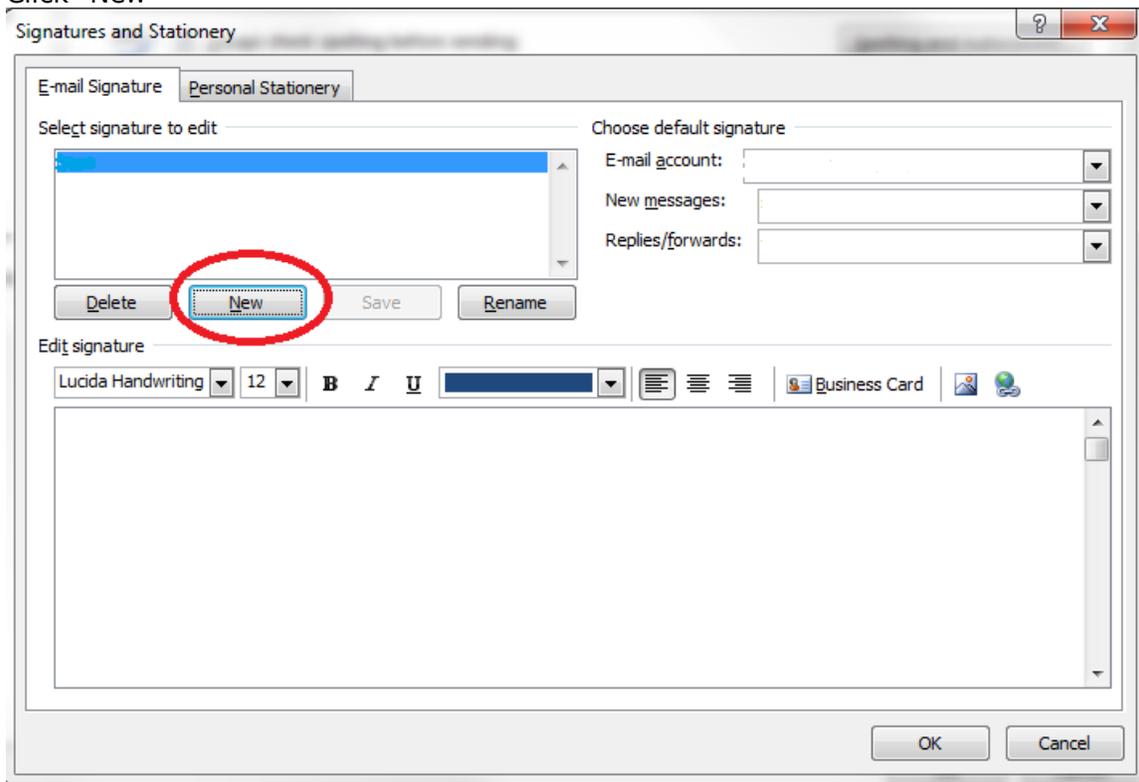
Click on "Mail"



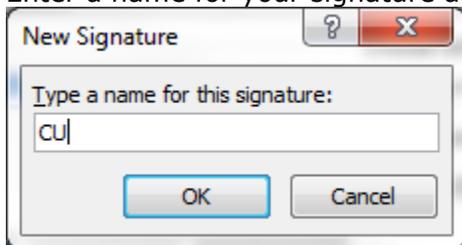
Click "Signatures"



Click "New"



Enter a name for your signature and click "Ok"



Type your signature

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

CU

Delete New Save Rename

Choose default signature

E-mail account: [dropdown]
New messages: [dropdown]
Replies/forwards: [dropdown]

Edit signature

Arial 10 B I U Automatic [icons] Business Card [icons]

John Smith
Title
University of Colorado
1800 Grant Street, Suite 200
Denver, CO 80203
John.Smith@cu.edu
t 555 555 5555
f 555 555 5555

OK Cancel

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

[empty list]

Delete New Save Rename

Choose default signature

E-mail account: [dropdown]
New messages: [dropdown]
Replies/forwards: [dropdown]

Edit signature

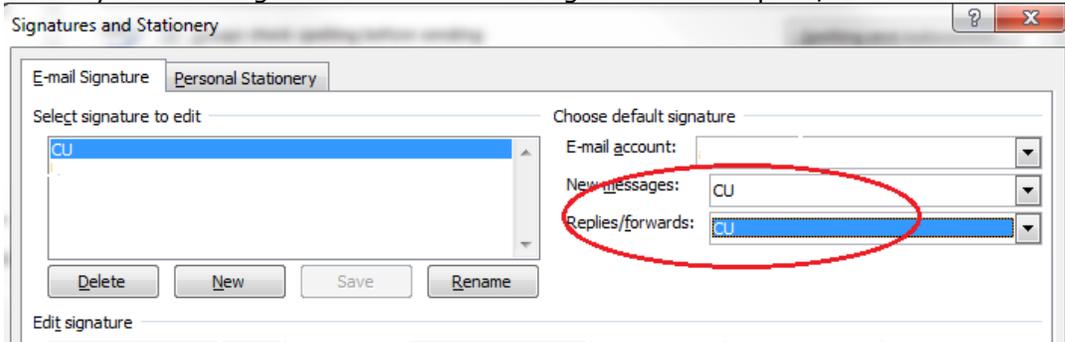
Arial 10 B I U Automatic [icons] Business Card [icons]

Name
Title
University of Colorado
1800 Grant Street, Suite 200
Denver, CO 80203
First.Last@cu.edu
t 555 555 5555
f 555 555 5555

 University of Colorado

OK Cancel

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



Note: for email signature branding standards go to:
<https://www.cusys.edu/branding/manual/email-sig.html>

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

