

Outlook Tip—How to Create a Signature in Outlook

First lets set your options in Outlook to Rich Text (Ag Computing recommends Plain Text from HTML) If Rich Text becomes a problem we'll deal with it then.

Open Outlook

Tools, Options, click on Mail Format tab

Under Message format click on the Down Arrow

Select Rich Text

In that same window look for

Signatures, click on the Signatures button

Click on New, enter in the name of your signature, OK

Under Choose default signature

- Click down arrow of New Messages to the name of your signature

- Click down arrow of Replies/forwards to the name of your signature

Type in the box below for your signature

(Copy and paste a recommended confidentiality notice.)

When finished, Click on Save, then OK, OK

