

Using Multiple Signatures in Outlook

Signatures are commonly used in composing e-mail messages however, many times it is necessary to have more than one.

1. Open Outlook.
2. Click Tools | Options.
3. Select the Mail Format tab
4. At the bottom of the window click the Signatures button
5. Here you can create as many signatures as needed by clicking New
6. Typing in the name of the new signature and click Next to start with a blank signature
7. Enter the text and then click Finish.
8. When you have added all the signatures you want then click OK at the Create Signature window.
9. You will now be back at the Options window. Notice you can select a different signature for new messages and replies and forwards.
10. Click OK to close the Options window.
11. Compose a new message or click File | New | Mail Message.
12. The preselected signature should be displayed.
13. Changing signatures:
 1. If Word is the email editor:
 1. Right-click on the signature and a menu will appear showing all available signatures with the current one having a check mark next to it.
 2. Select the desired signature by clicking on it. The current signature will change to the one selected.
 1. If Word is not the email editor:
 1. First delete the current signature display
 2. Click Insert | Signatures and select the desired signature

