

How to set up your email signature

All agents need a signature on **every** email they send. The signature should include:

First and Last Name
Company
Company address
Phone number
email address
Website url

Here's how to create an e-mail signature in **Outlook**.

- 1) Open **Outlook**,
- 2) click the Tools menu and then "Options" from the drop-down.
- 3) Then click the "Mail Format" tab and the "Signature Picker" or just "Signatures" button.
- 4) Click "New", then enter a name for the signature and choose the "Start with a blank signature" option.
- 5) Then click "Next".
- 6) Now enter the text that you want to appear in your signature. Then click "Finish". You may create as many signatures as you like for different audiences that you email regularly.

In the pull down box next to the words "Use this signature by default", select the name of the signature you just created or choose to stop the signature from being inserted automatically so you can choose which signature to use manually. Check off the box that says, "Don't use when replying or forwarding" if you want the signature to only be inserted in new e-mail messages. Then click "OK".

Every time you create a new e-mail in Outlook the signature will appear at the bottom. You can use this method to create multiple signatures for different e-mails.

To choose a signature from several you have created, start by creating a new e-mail in Outlook. Address the e-mail and type your message as normal. Then click the "Insert" menu and choose "Signature". A list of signatures that have been created will appear in a pop-up box. Choose the signature you want and it will be inserted wherever the cursor in the email is placed.

If you have questions about how to create your email signature, type in "email signature" into your Outlook "Help" box and search for more information on this topic.

Source: *How to enable e-mail auto-signatures*, **Cyberwalker Media**, content for the **Technology Age**