

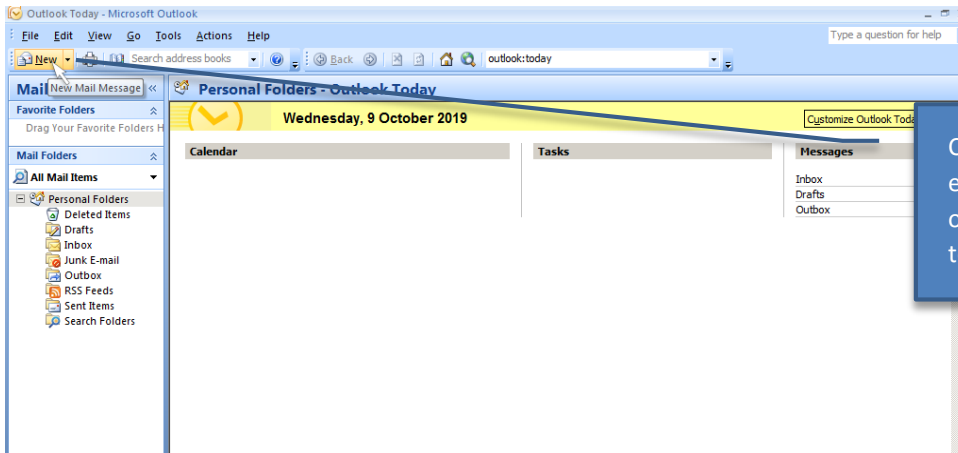
Kindergarten IT Program



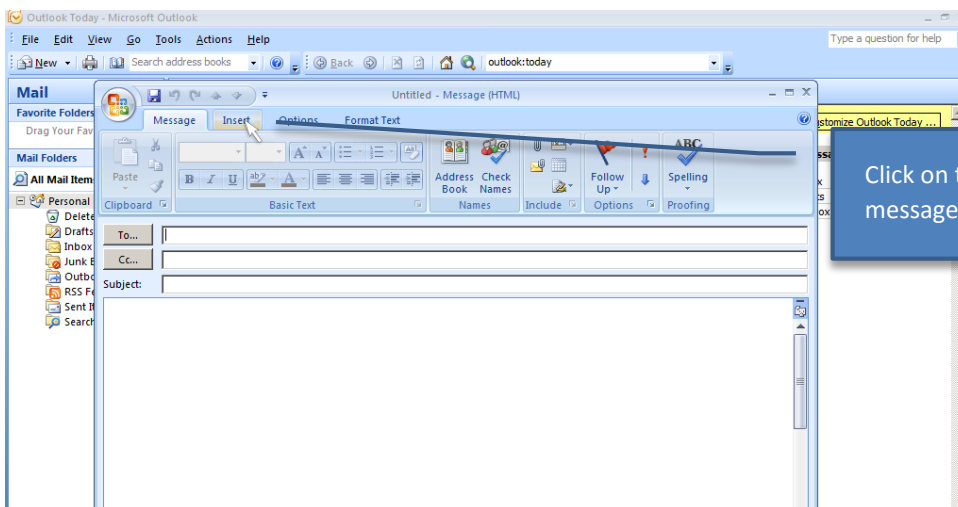
Create an email signature in Outlook 2007

Email signatures can be configured to appear at the bottom of emails you send. You might include your name, contact and or company details.

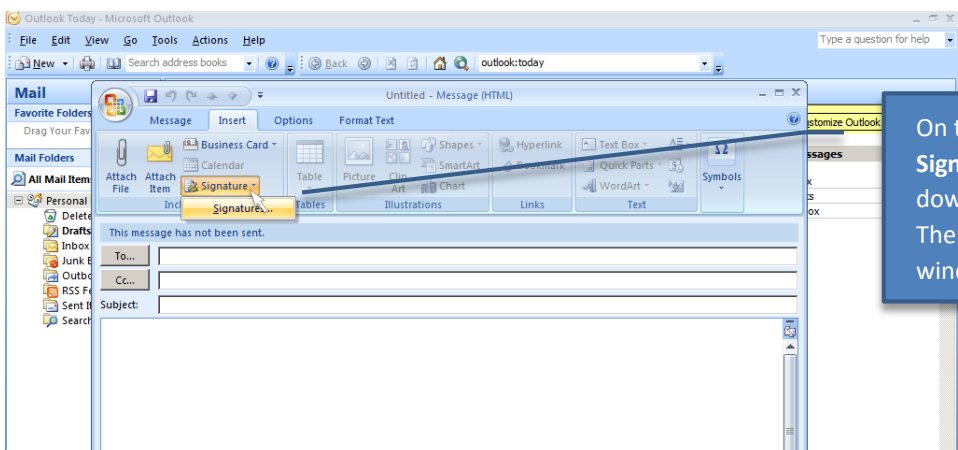
Editing **Signatures and Stationery** from the **Insert** ribbon when composing an email:



Click **New** to compose a new email message. We will use the options available while composing to create a reusable signature.

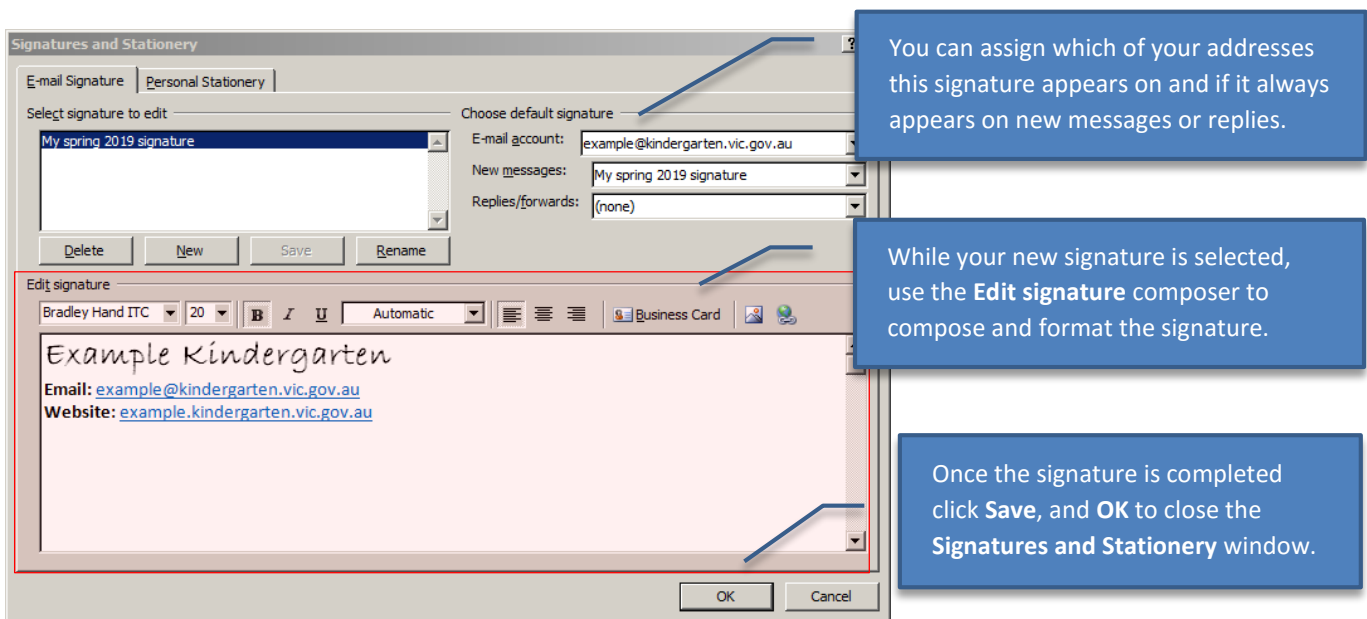
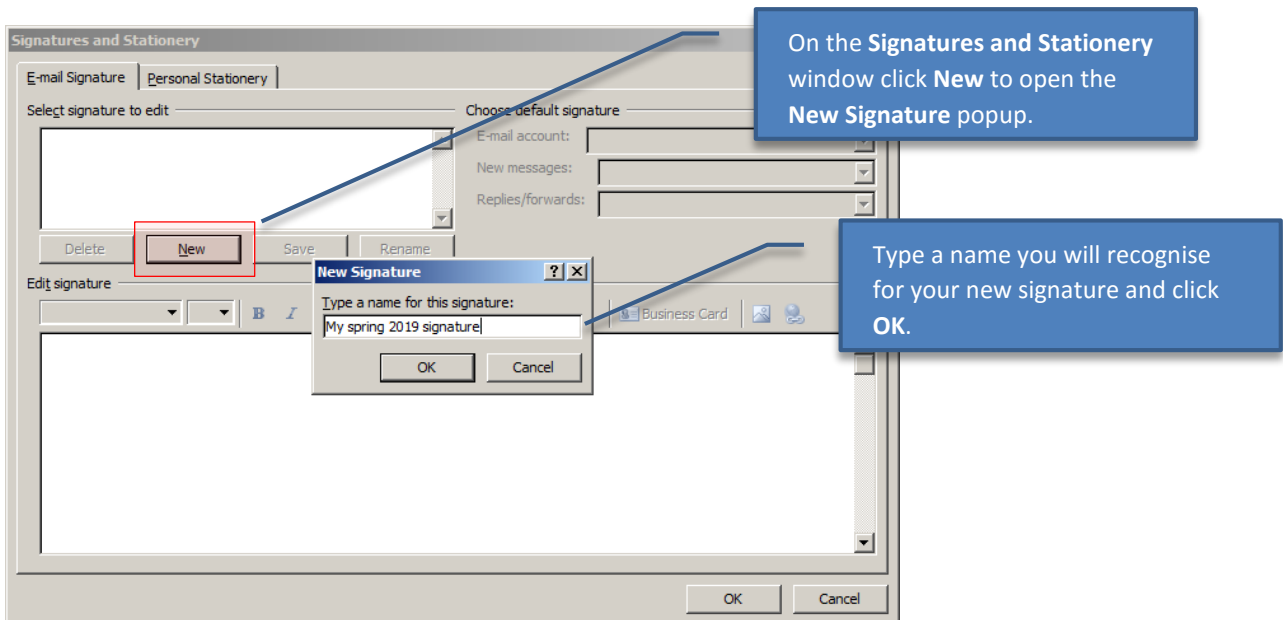


Click on the **Insert** ribbon of the message window.

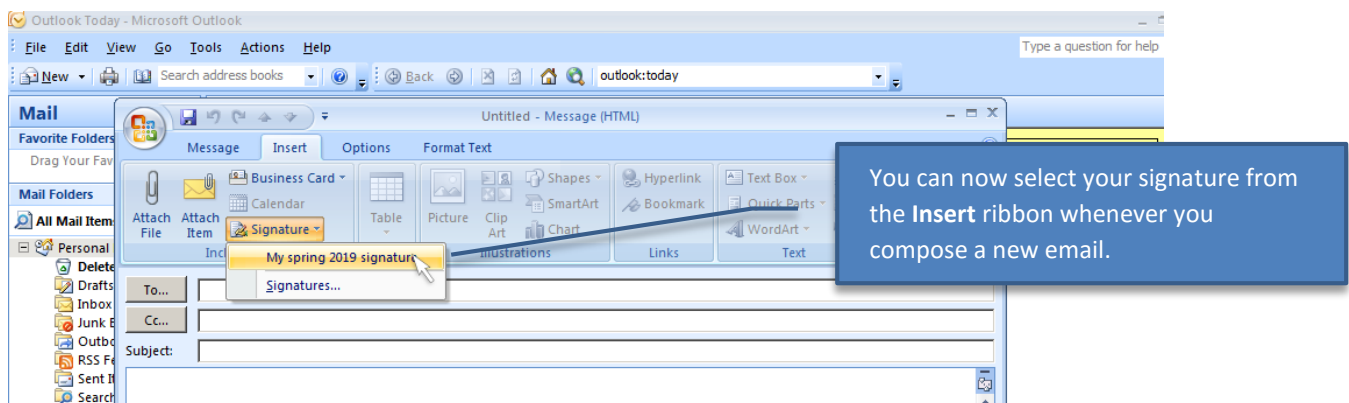


On the **Insert** ribbon click **Signatures...** from the **Signature** drop down button. The **Signatures and Stationery** window will open.

www.kindergarten.vic.gov.au info@kindergarten.vic.gov.au



Adding your signature to a new email from the Insert ribbon:



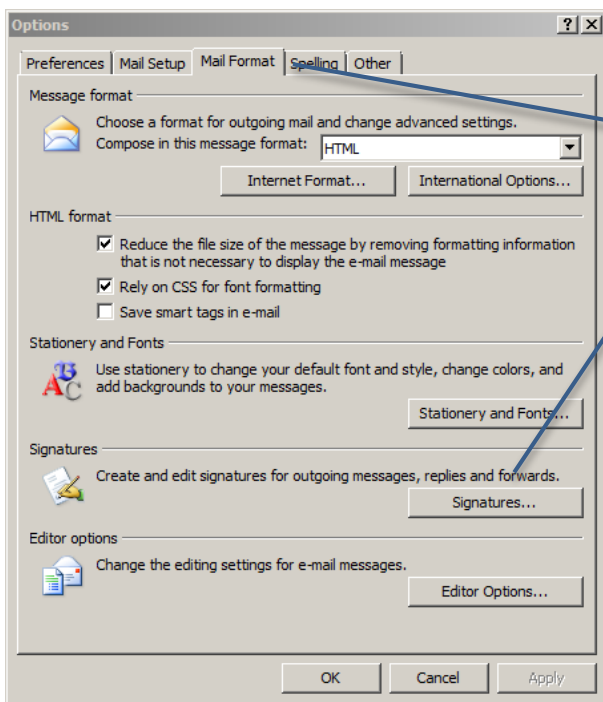
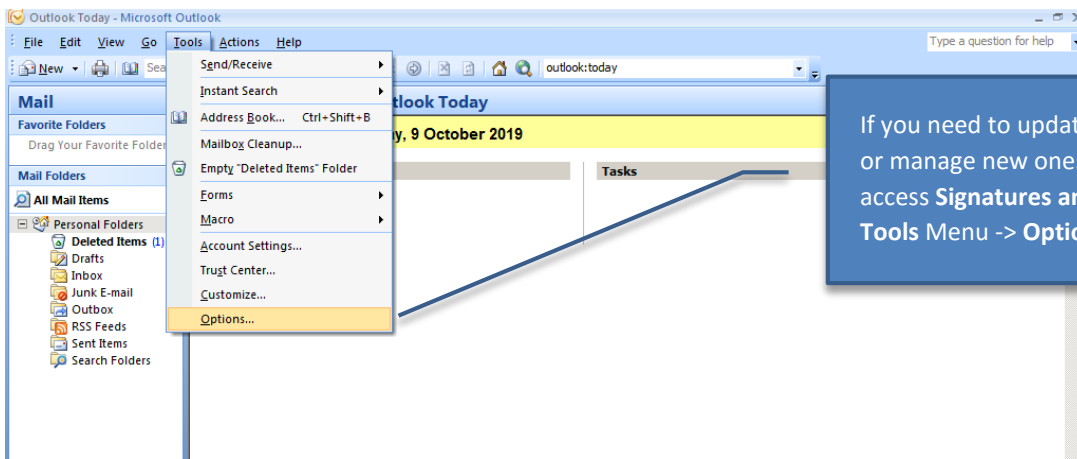
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State Library of Victoria, 328 Swanston St, Melbourne, VIC 3000 Australia
 The Kindergarten IT Program is supported by the Victorian Government.

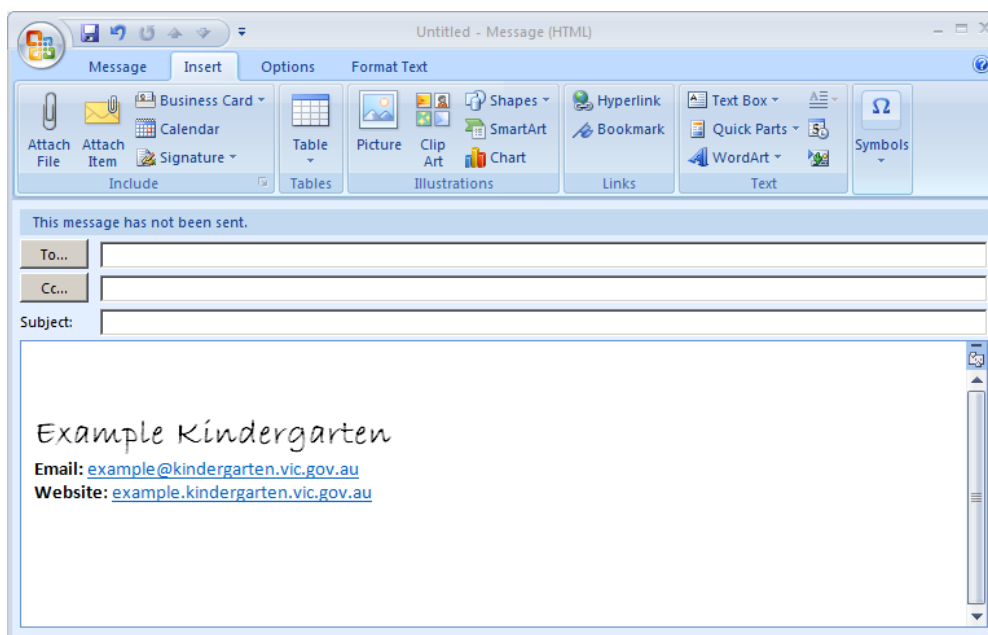


Accessing the Signatures and Stationery window from Outlook 2007 Options:



From the **Options** window select the **Mail Format** tab...

...then select **Signatures** to open the **Signatures and Stationery** window.



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