



Create an Email Signature in Outlook*

*These instructions are based on Microsoft Outlook 2003. Instructions may vary if you are using a different version of Outlook or Outlook Express. Additional help is available through Outlook online help.

A customized email signature is an easy way to advertise ClosingTracker with every email that you send to your customers. In this example, we will set up a basic email signature. Outlook supports plain or fancy email signatures. Please consult Outlook online help for step-by-step instructions.

1. From the main Microsoft Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Compose in this message format** list, click the message format that you want to use the signature with.
3. Under **Signatures** (in the lower third of the screen), click the **Signatures** button, and then click **New**.
4. In the **Enter a name for your new signature** box, enter a name.
5. Under **Choose how to create your signature**, select **Start with a blank signature**.
6. Click **Next**.
7. In the **Signature text** box, type the text you want to include in the signature. Note: You can also paste text to this box from another document.
8. To change the paragraph or font format, select the text, click **Font** or **Paragraph**, and then select the options you want.
Note: These options are not available if you use plain text as your message format.
9. Click **Finish** when you are done editing the new signature.
10. Click **OK**
11. Under **Signatures/Select signatures for account**, select an e-mail account and then choose the signature(s) that you want to use for new messages and for replies and forwards. You can use a different signature for each.
12. Click **OK**