



HOW TO CREATE A SIGNATURE AND ADD AN EMAIL BANNER

Try and avoid putting banners at the top of your e-mail. This is because it can cause a problem for those replying, as they cannot type a message that can be read over the top and need to scroll past your banner to reply.

Below are step by step instructions on how to add a signature file and email banner (below your signature) to your emails if you use **Outlook**.

TO ADD A SIGNATURE

- Select **Tools** from the toolbar at the top of the screen, then **Options** then **Mail Format**.
- In the section **Signatures, Signatures for Account** select the email address you want the signature to apply to.
- Select the **Signatures** box at the bottom of this section.
- Select **New** then 1. Give the signature a title such as your company name 2. Select **Start with a blank signature** and type in the signature text such as:

<<Your name>>
<<Your company name>>
<<Your website address>>
<<Your postal address>>
<<Your contact phone numbers>>

If you do not want to add an email banner just select **OK**. If you want to add an email banner **do not select OK** but instead follow the steps below.

TO ADD AN EMAIL BANNER

- To add an email banner (one previously created by you or your graphic artist) after the step above select **Advanced Edit** and select **Yes**.
- Wait while Microsoft Word opens.
- Under the last line of your signature select **Insert** then **Picture** then **From File** from the toolbar at the top of the screen.
- Browse to find your email banner file and then select **insert**.
- Reduce the banner size to an appropriate size to have under your signature.
- While in this edit page change any font size or colour to your signature.
- Close the page and select **Yes** to save your changes.
- Once back at the "create signature" box select **OK**.
- Back at the 'Options' box under **Signatures** select **Signature for New Message** and **Signature For Replies and Forwards** by choosing your new signature from the drop down box.
- Select **Apply** and **OK**.
- Open a new email and check the signature is how you want it to look.

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