How to add a Signature Block to Microsoft Outlook:

- **Step 1** Pull up signature block templates at <u>http://www.dpfox.com/emailsignatures/SignatureBlock.html</u> or you can copy them from the original email.
- **Step 2** Open Microsoft Outlook on your computer.

Home Serv	d/Receive Folder View Developer Add-Ins Search		
📶 Save As Save Attachments	Account Information		
fo	Microsoft Exchange		
Open	n Add Account		
		12 Jan 19	
	Account Settings Modify settings for this account, and configure		
lelp	Account Access this account on the web.		
Dptions	Settings > https://email.dpfox.com/owa/		
3 Ext			
	Automatic Replies (Out of Office)	2010	
	Use automatic reprises to notify others that you are out of of vacation, or not available to respond to e-mail messages.	hos, on	
	Replies		
	Mailbox Cleanup Manage the size of your mailbox by emotying Deleted Item	and	
	archiving.		
	Tools - = 261 MB free of 2 GB		
	Rules and Alerts Use Rules and Alerts to help proganize your incoming e-mail		
	Manage Rules removed.	ged, or	
	& Alerts		

- **Step 3** Go to the File Tab (Top of the screen, first option.) Some versions of Microsoft Outlook may have a gear symbol next to a question mark that you need to click to access the next step.
- Step 4Select "Options" (Left hand side, towards the bottom.)*A New Window will appear.



- **Step 5** Select "Mail" (Left hand side, 2nd option.)
- Step 6 Click the "Signatures..." button

*A New Window will appear.

Step 7 If you DO NOT have a Current Signature, follow these steps and proceed to Step 8 when complete:

- A Select New (A "New Signature" box will pop up.)
- B Enter in a name. Ex. "DP Fox Full"
- C Select Ok
- D Go back to the templates at <u>http://www.dpfox.com/emailsignatures/SignatureBlock.html</u> and highlight the signature block you would like to use.
- E Right click after you have highlighted the information and copy.
- F Go back to Microsoft Outlook and paste the signature block in the section under "Edit Signature"
- G Modify the information accordingly.
- H Select Save

If you DO have a Current Signature, follow these steps and proceed to Step 8 when complete:

- A Select the signature that you would like to edit.
- B Remove the current signature located in the "Edit Signature" section.
- D Go back to the templates at <u>http://www.dpfox.com/emailsignatures/SignatureBlock.html</u> and highlight the signature block you would like to use.
- E Right click after you have highlighted the information and copy.
- F Go back to Microsoft Outlook and paste the signature block in the section under "Edit Signature"
- G Modify the information accordingly.
- H Select Save

Signatures and	Stationery					
E-mail Signature	Personal Stationery					
Sele <u>c</u> t signature to	o edit	Choose default signature				
DP Fox - Full		E-mail account: sraymond@dpfox.com	~			
		New messages: DP Fox - Full	~			
		Replies/forwards: (none)	~			
Delete	New	Save				
Arial	⊻ 9 ¥ B	I 👖 💶 🔄 🔄 🗐 🔄 🔄 🖉				
Sarah B. Raymond E-Marketing & Website Coordinator P: 616.774.9910 M: 616.774.4044 F: 616.855.8074 sraymond@dpfox.com DPFox.com						
OK Cancel						

- **Step 8** New messages and Replies/forwards default to none. If you would like to use one of your signature blocks, select the corresponding signature from the drop down menu.
- Step 9 Select OK