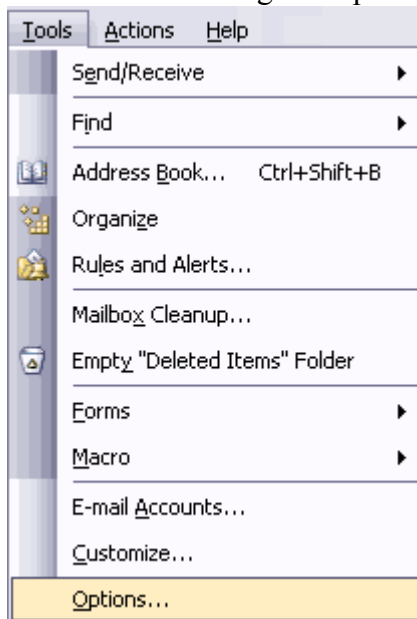




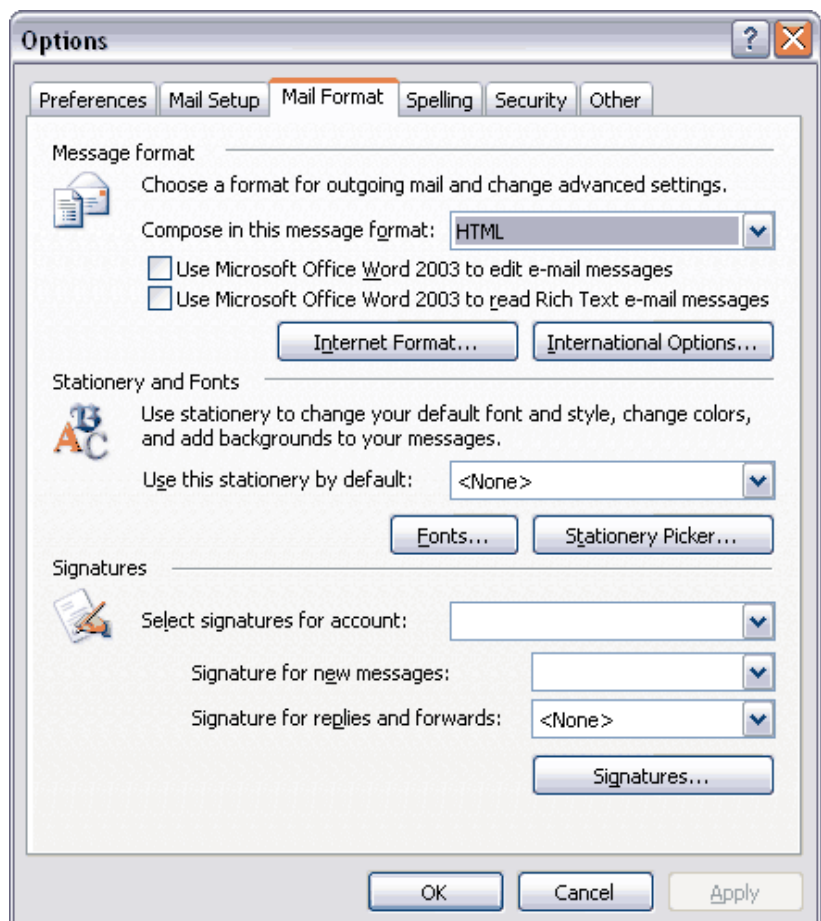
Help with setting up / changing Outlook 2007 signature

1. Open Microsoft Outlook® and click on the "Tools" menu at the top. Scroll down to "Options" and click on it. A dialog box opens up.



2. Click on the tab at the top that says "Mail Format."

3. In the "Message Format" section at the top, make sure you have "HTML" selected from the drop-down if you want to include special formatting like colours and graphics in your signature.





4) Then click on the "Signatures" button near the bottom to add a new signature (In Outlook 2000, this is the "Signature Picker" button). This will open the "Create Signature" dialog box (In Outlook 2000, this is called the "Signature Picker" dialog box).

5) Click on the button that says "New" to create a new signature.



6) When the dialog box opens, enter a name for your new signature at the top. Then choose to start with a blank signature, use an existing signature, or use another file as a template. Click "Next".



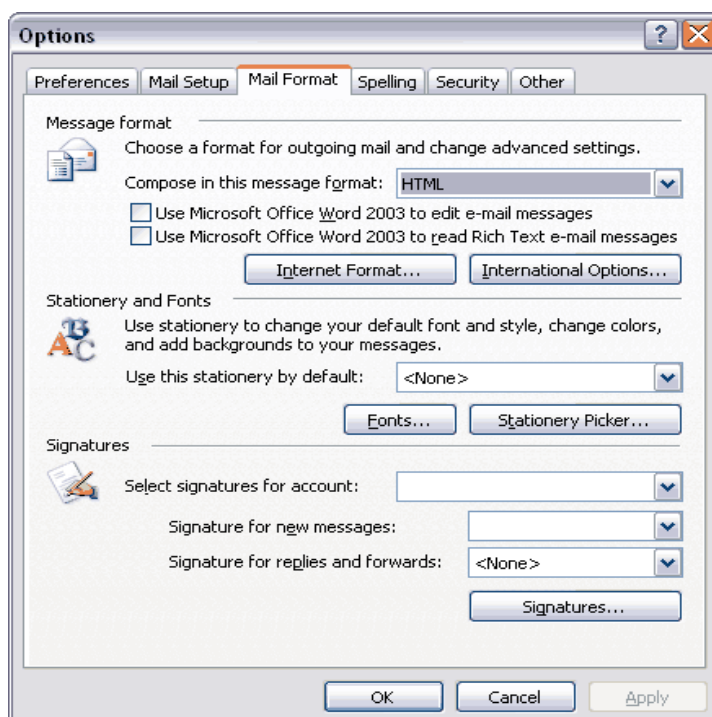


7) Another dialog box opens allowing you to edit the signature. (Be careful while doing this if you are using another file as your signature template. Sometimes editing your signature here will change the formatting.)



8) Once you are satisfied with your signature, click the "Finish" button to close the "Edit Signature" dialog box.

9) Click "OK" in the "Create Signature" dialog box to close it. (Again, this is called the "Signature Picker" dialog box in Outlook 2000.)



10) In the "Options" dialog box (with the "Mail Format" tab still selected), choose the corresponding e-mail account for your new signature from the "Select signatures for account" drop-down. Then, select the correct signature(s) from the "Signatures for new messages" and the "Signatures for replies and forwards" drop-downs. (In Outlook 2000, you will simply set your new signature as the default.) Click "OK" to accept your changes and close the dialog box.