Outlook 2007

Creating the IA Standard Signature

In This Guide:

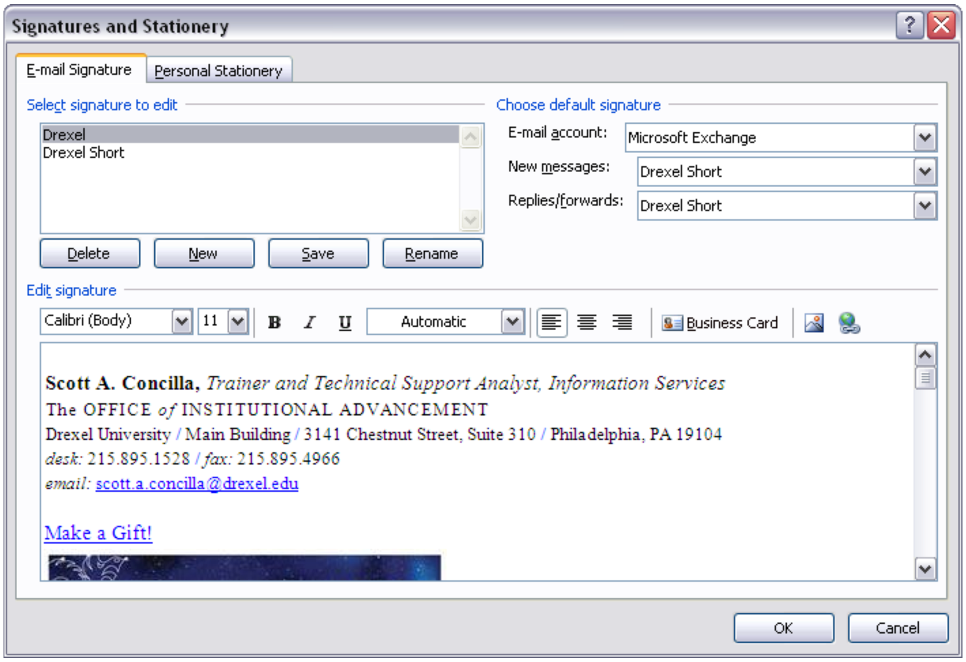
- Creating a Signature
- Adding Signatures to Messages
- Customizing the Current Standard IA Signature
- Converting Text to a Hyperlink

Creating a Signature

To create a signature, use the Outlook 2007 Mail Format options. If you want to include a graphic, check before you start to ensure that you already have that graphic on your computer or that it's available on the network.

Procedure:

1. In Outlook 2007, select the **Tools** menu and choose **Options**. The **Options** dialog box displays.
2. Select the **Mail Format** tab.
3. Click **Signatures** to open the **Signatures And Stationery** dialog box,
4. Click **New** to start creating a new signature.
5. In the **New Signature** dialog box, specify a name for the signature as it will appear in Outlook 2007, and then click **OK**.
6. In the **Signatures And Stationery** dialog box, click the signature name you just created in the **Select A Signature To Edit** list.
7. In the **Edit Signature** area, copy the text (and graphics) from the source document, and use the keyboard shortcut **[Ctrl]+[V]** to paste the contents into the box. **Note: The approved IA signature to copy and paste can be found on page 5 of this document.**


Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Choose default signature
Delete
New
Save
Rename
Edit signature
Calibri (Body)
11
B
I
U
Automatic
Business Card
OK
Cancel

Drexel
Drexel Short

E-mail account: Microsoft Exchange
New messages: Drexel Short
Replies/forwards: Drexel Short

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Make a Gift!

8. When you have finished with the signature, click **Save**.

9. Create other signatures if desired, and then click **OK** to close the **Signatures And Stationery** dialog box.

Adding Signatures to Messages

The signature that Outlook 2007 adds to new messages and the signature that it adds to replies and forwards don't have to be the same.

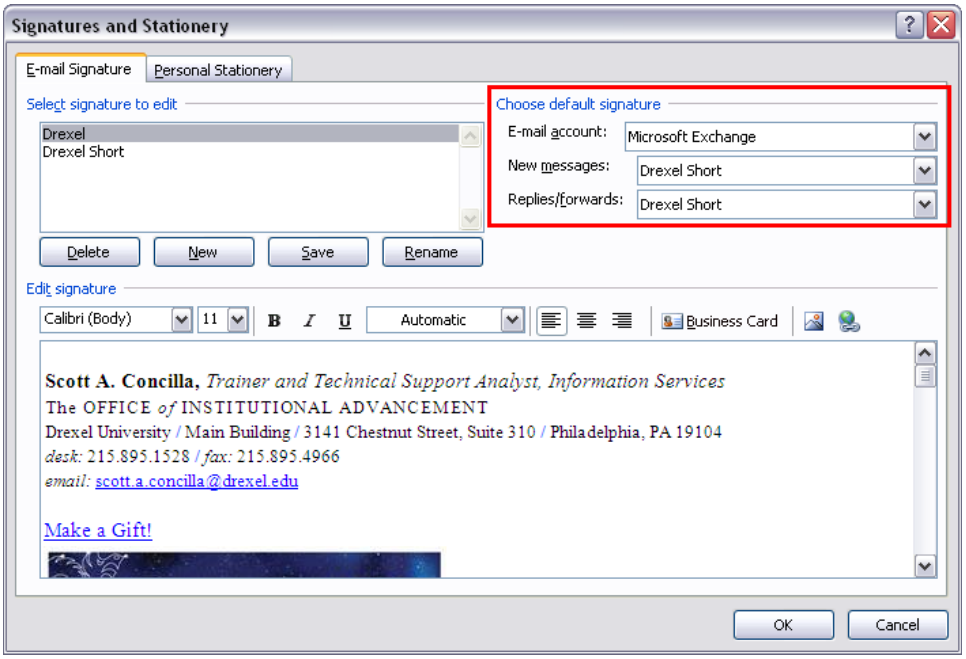
To set up different signatures for these different kinds of messages, follow this procedure.

Procedure:

1. From the Outlook menu bar, select the **Tools** menu and choose **Options**. The **Options** dialog box displays.

2. Select the **Mail Format** tab, and then click **Signatures**. The **Signatures and Stationery** dialog box displays.

3. In the **Choose Default Signature** area, select a signature set in the **New Messages** drop-down list and one in the **Replies/Forwards** drop-down list.


Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Delete
New
Save
Rename
Edit signature
B
I
U
Business Card
OK
Cancel

Drexel
Drexel Short

Choose default signature
E-mail account: Microsoft Exchange
New messages: Drexel Short
Replies/forwards: Drexel Short

Calibri (Body) 11 Automatic

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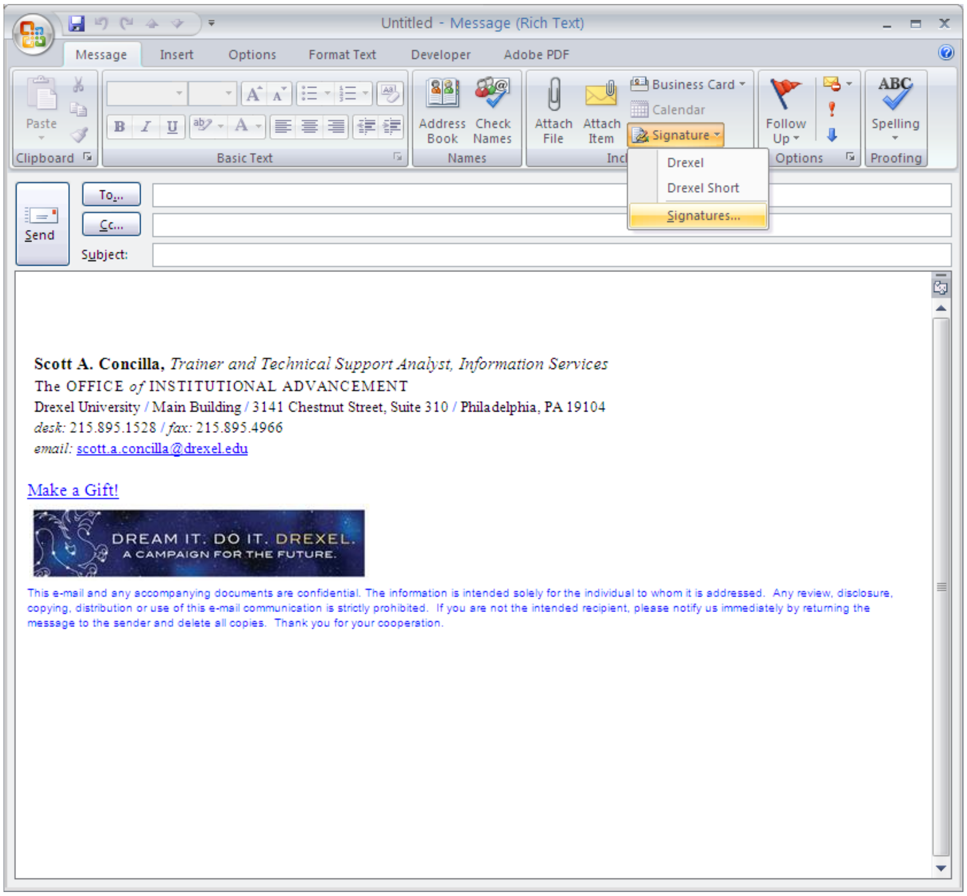
4. Click **OK** to close the **Signatures and Stationery** dialog box, and click **OK** again to close the **Options** dialog box.

Tip:

- Other than letting you specify the signature for new messages or for replies and forwards, Outlook 2007 does not give you a way to control which signature is attached to a given message. For example, if you want to use different signatures for personal and business messages, you must switch signatures manually.

  However, you can change the signature when composing a message. On the **Message** tab or the **Insert** tab, in the **Include** group, click **Signature**, and then select a signature from the menu.


Untitled - Message (Rich Text)
Message
Insert
Options
Format Text
Developer
Adobe PDF
Paste
Clipboard
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Business Card
Calendar
Signature
Follow Up
Options
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Proofing
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Drexel Short
Signatures...
Send
To...
Cc...
Subject:

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Customizing the Current Standard IA Signature

The following setup is the current approved signature for all of Institutional Advancement. Where indicated by the angle brackets or the x's fill out the information as it pertains to you. Don't forget to delete the angle brackets and x's when completed!

When you have completed filling out the signature block here in Word, copy and paste the signature block into the **Edit Signature** section of the **Signatures and Stationery** dialog box in Outlook.

Note: Please fill out your signature here in Word BEFORE you paste it into Outlook!

When you type your e-mail address, Word will automatically convert it to a hyperlink. If it does not, follow the procedure on the following page.

---- signature begins below ---- please keep the single blank line immediately following ----

<Name>, *<Position>*, *<Department>*
The OFFICE *of* INSTITUTIONAL ADVANCEMENT
Drexel University / <Building> / <Street Address and Suite Number> / Philadelphia, PA <ZIP>
desk: 215.xxx.xxxx / *cell:* xxx.xxx.xxxx / *fax:* 215.xxx.xxxx
email: <email address>

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---- signature ends here ----

Converting Text to a Hyperlink

In most cases, when you type an e-mail address in a Word document, Word will automatically convert it to a hyperlink. If you have disabled this feature, you will need to insert a hyperlink manually so that your e-mail address will be an active link in your signature.

Procedure:

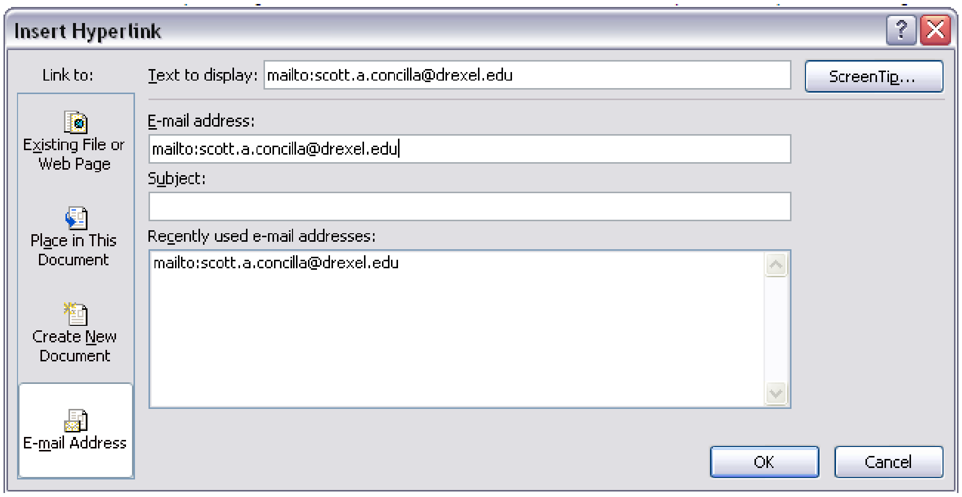
1. Select the e-mail address in the document.

2. Select the **Insert** tab, locate the **Links** group, and click **Hyperlink**.

3. In the **Insert Hyperlink** dialog box, select the E-mail Address option from the **Link To** column on the left.

4. Type your e-mail address in the **E-mail address** box.

5. In the **Text to display** box, delete the **mailto:** that appears.


Insert Hyperlink
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
ScreenTip...
OK
Cancel

Text to display: mailto:scott.a.concilla@drexel.edu

E-mail address: mailto:scott.a.concilla@drexel.edu

Subject:

Recently used e-mail addresses: mailto:scott.a.concilla@drexel.edu

6. Click **OK** when finished.