

Description of Outlook's Signature Line

You can create two signatures for your outgoing emails:

- **For new messages.** For example, whenever you create a new message, the following signature line could display your job title.

Important! We recommend inserting your job title and Rotech location information including name, address, location number, phone number, and fax number.

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Ext. 8559

Have you been to Rotech U lately?

*We've provided a Search window – helping you find content on Rotech U. *** Also, under Training by Department / Area, a new folder called Technical Training contains job aids on Microsoft applications! Check out Rotech U – from the Home Page. If you have any questions, contact training@rotech.com*

- **For sending reply and forwarded emails.** For example, in an email where you are replying or forwarding it to someone, you may NOT need your job title.

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The instructions on the next page are for Outlook 2003.

Create Signatures in Outlook

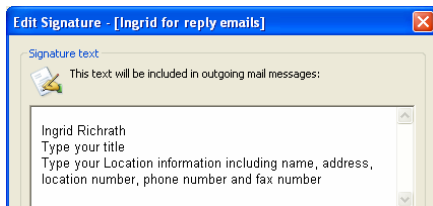
These instructions for Outlook 2003.

1. Go to **Tools, Options, Mail Format** (tab.)
2. Click **Signatures**.
3. Click **New**.
4. Type a name/label for your signature (such as *signature for new emails*) and click **Next**.

Sample of name/label for your signature. This label does not display on your email.



5. In the *Signature Text* white box, type your signature information which includes:
 - a. your name
 - b. your title
 - c. your location name and number
 - d. location address
 - e. phone and fax numbers



6. Click **Finish**.
7. Click **New** to create a second email – such as for replies and forwarded emails. Repeat steps 4 – 6.
8. Click **OK** to return to the *Options – Mail Format* (tab) window.
9. In the *Signature for new messages* field, click the drop down arrow and select the appropriate signature you created.
10. In the *Signature for replies and forwards* field, click the drop down arrow and select the appropriate signature you created.
11. Click **Apply, OK**.

