

## User Manual Creating a signature in Outlook 2011 e-mail Mac OS 10.8





Signature Outlook 2011 e-mail Version: 1.0

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This user manual explains how to automatically include your signature when composing a new email and/or replying to or forwarding e-mail.

## Configuring your signature

1) Open Microsoft Outlook Mac 2011, go to "**Outlook**" (upper left-hand corner of the menu bar) and select "**Preferences**".



2) Select the option "Composing".



3) The screen below will appear. Check the option **"Compose messages in HTML by default"**. This ensures that graphic elements, such as internet links, remain visible in your signature.

00	Composing		
Show All			
	HTML Plain Text		
Replie	es and forwards		
	Indent each line of the original message		
	Place cursor before original message		
Attrib	nution of original message		
0	None		
۲	Include From, Date, To, and Subject lines from original message		
0	Custom attribution format:		
	On [DATE], "[NAME]" <[ADDRESS]> wrote:		
- Form	at and account		
	mpose messages in HTML by default		
V Wł	en replying or forwarding, use the format of the original message		
🗌 Re	ply and forward using the default e-mail account		
🗹 Clo	ose the original message window after replying or forwarding		
🗆 Wh	When sending messages, automatically Bcc + myself		
🗌 Pre	eferred encoding for new messages: Unicode (UTF-8) +		

You can now close this screen.

4) Go to "Outlook" and select "Preferences".



5) Select the option **"Signatures".** 

00		Out	look Preferen	ces		
Show All						
Personal Sett	ings					
. 🗉 .		<u> </u>		AA	ABC	
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	
E-mail						
Ê		Ĭ				
Reading	Composing	Signatu	Rules	Schedules		
Other						
		Z	<u>È</u>			
Calendar	Contacts	Sync Services	Feedback			

6) Click on the "+" sign in the lower left-hand corner. This will create a new signature.

00	Signatures
Show All	
Random Signature name	Signature
Standard	
ISSC	
+	
	Default Signatures

7) The new signature will automatically be called **"Untitled"**. Under **"Signature"** (right-hand side of the screen) you can finalize your signature.

$\Theta \circ \circ$	Signatures
Show All	
Random Signature name	Signature
Standard	James Courts
	Laurens Geurts
	Dienstverlening"
	bienstreining
	ICT Shared Service Centre (ISSC)
	Universiteit Leiden
	+31 71 527 7088
	Niels Pohrwag 1
	Nels Bonrweg 1 2222 CA Laiden
	www.issc.leidenuniv.nl
	Helpdesk:
	+31 71 527 8888
	helpdesk@issc.leidenuniv.nl
+ -	
	Default Signatures

8) You can change the name **"Untitled"** to a name of your choice.

● ○ ○	Signatures
Show All	
Random Signature name	Signature
Chandom Signature name	Signature
Standard	Laurens Geurts
ISSC	"Medewerker Ontwikkeling" afdeling "Architectuur en
	Dienstverlening"
	ICT Shared Service Centre (ISSC)
	Universiteit Leiden
	+31 71 527 7088
	131713277000
	Niels Bohrweg 1
	2333 CA Leiden
	www.issc.leidenuniv.nl
	Helpdesk:
	+31 71 527 8888
	helpdesk@issc.leidenuniv.nl
T -	
	Default Cignatures
	Default Signatures

9) You can use the '-' sign to remove the 'Standard'. This will leave only the newly created signature. The next step is to select the '**Default Signatures'** button.

● ○ ○	Signatures
Show All	
Random  Signature name	Signature
+	
	Default Signatures

10) On the next screen, under 'Default signature', select the signature you have just created.

$\bigcirc \bigcirc \bigcirc$	Signatures		
Show All			
Random	Account Default signature		
<ul><li>✓</li></ul>	Leidenuniv 🗸 None		
	Random		
	ISSC		
	Cancel OK		
+ -			
	Default Signatures		

## 11) Now click the **'OK'** button.

Show All		Signatures	
Random	Account Leidenuniv	Default signature	
		Cancel	ОК
+ -		De	efault Signatures

12) When composing a new e-mail (as well as when replying to or forwarding e-mail), the signature will automatically appear.

00	Untitled 2
Message Options	<b>^</b>
Calibri 14 Image: Second seco	Image: Signatures ▼   Image: High Priority     Image: Hyperlink ▼   Image: Hyperlink ▼     Image: Hyperlink ▼   Image: Hyperlink ♥     Image: Hyperlink ▼   Image: Hyperlink ♥     Image: Hyperlink ♥   Image: Hyperlink ♥     Image: Hyp
From: Leidenuniv (Laurens Geurts)	\$
То:	
Cc:	
Subject:	
Laurens Geurts "Medewerker Ontwikkeling" afdeling "Architectuur en Dienstverlening" ICT Shared Service Centre (ISSC) Universiteit Leiden +31 71 527 7088 Niels Bohrweg 1 2333 CA Leiden www.issc.leidenuniv.nl Helpdesk: +31 71 527 8888 helpdesk@issc.leidenuniv.nl	