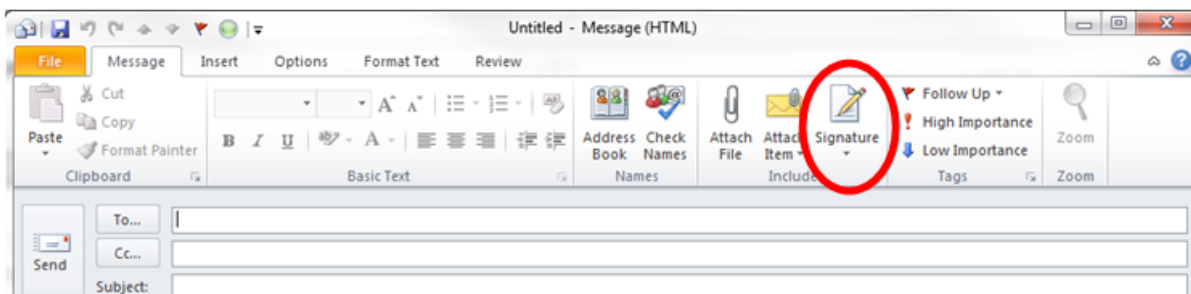


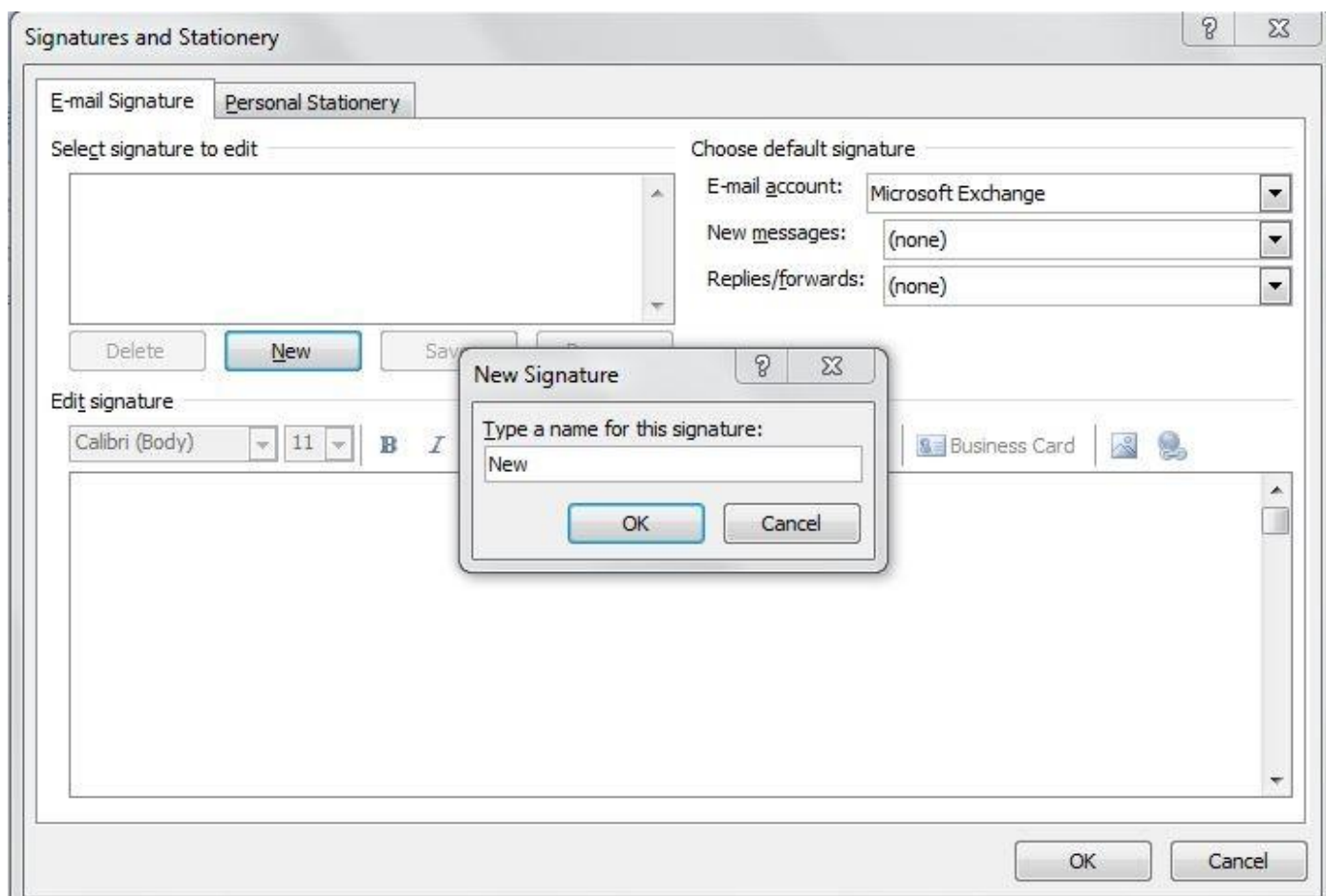
Email Signature

Creating an email signature in Outlook 2010

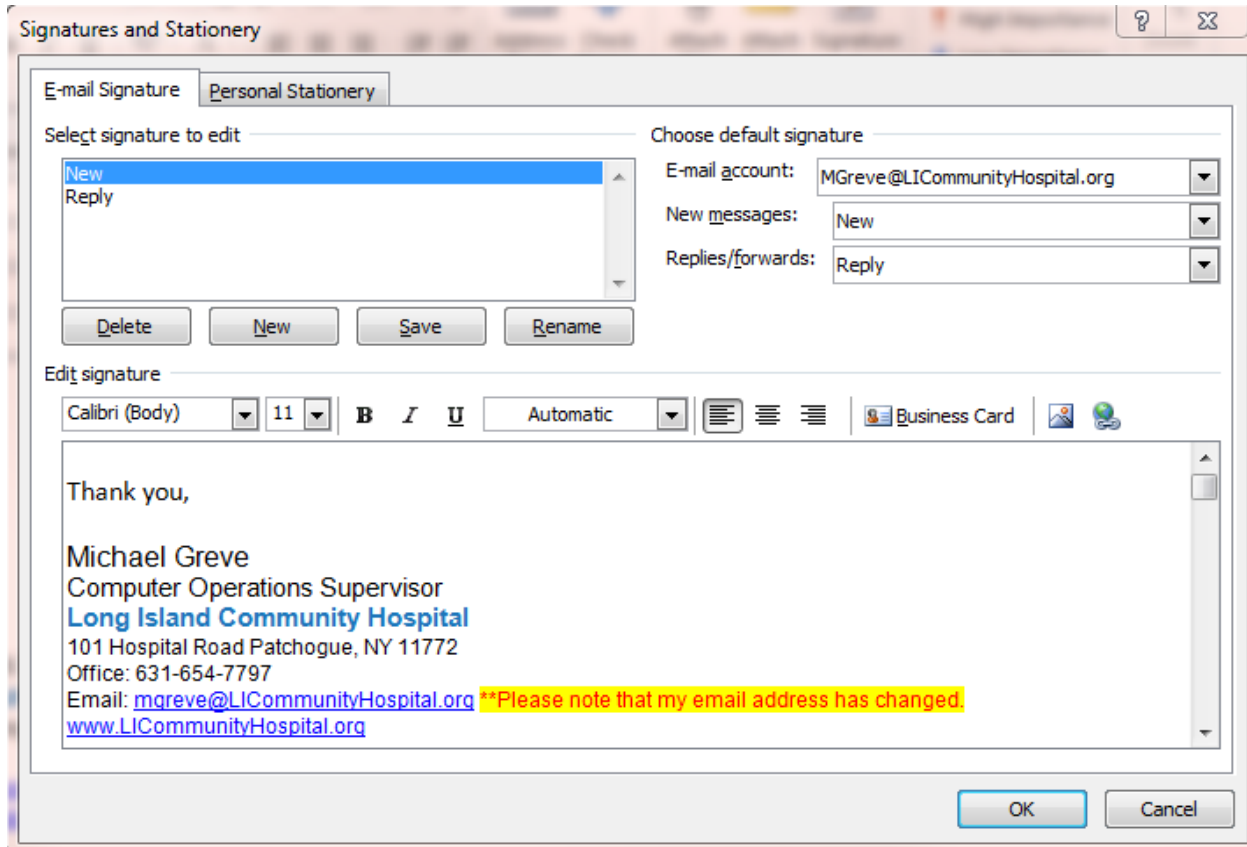
1. Open the Outlook client and create a new e-mail. Click on the “Signature” button then select “Signatures”:



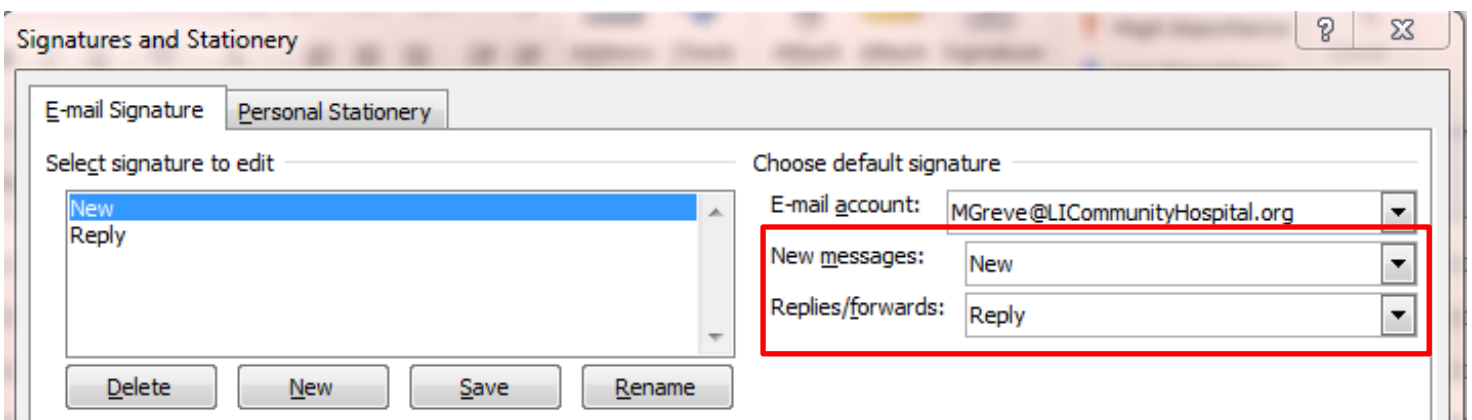
2. Click “New” and create a name for the signature.
Enter **NEW** for new email signatures and **REPLY** for reply/forwarded messages:



- Copy the template for new messages from the last page of this guide and paste it into the field under Edit signature:



- Update the template with your own information in the Edit Signature section.
- Repeat the preceding steps for the Replies/forwards: so you have valid signature files for “New” messages as well as “Replies/Forwards”.
- Make sure** to select the appropriate signature in the Drop-Down for NEW & REPLY.



- Click OK to save all changes in the “Signatures and Stationery” window.
- Open a new email to verify that the new signature works. Open an existing email and select Reply to verify that the Reply/Forward signature works.
- Please contact your helpdesk at x 7282 with any issues/concerns.

Templates

(Make sure to match Font sizes and Colors)

NEW

Michael Greve

Computer Operations Supervisor

Long Island Community Hospital

101 Hospital Road Patchogue, NY 11772

Office: 631-654-7797

Email: mgreve@LICommunityHospital.org ****Please note that my email address has changed.**

www.LICommunityHospital.org

REPLY

FirstName LastName

Long Island Community Hospital

631-654-7282