



# IT Tusk Tips

*With the new switch to Outlook as our primary mailing service, things can get a little confusing, we'll be sending out a weekly article with a tip on how to make Outlook a little less scary!*

## Tip #1: Creating and adding a signature

Sure, you can send that email to your ever diligent students or co-workers WITHOUT a personalized ending to it, but who wants that? Today we're going to help you create your very own signature, your moniker, your mark, or as I call it, your John Hancock! I mean, who doesn't want Dr. Norman to feel special when you tell him that you think he left his lights on?

### For Outlook 2010

#### Step 1: Open the Signature options

- Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures...**



- On the **Email Signature** tab, click **New**.

- Type a name for the signature, and then click **OK**.

#### Step 2: Making a signature

- In the **Edit signature** box, type the text that you want to include in the signature.
- To format the text, select the text, and then use the style and formatting buttons to select the options that you want.

#### Step 3: Personalize

- Play with the settings and find what you want
- COLORS!!!**

### For Outlook 2013

#### Step 1: Get to your Mail options

- Within an open message you can do this by clicking on the blue-panned "File" button on the left hand top corner, just beneath the floppy disk (does anyone even remember what those things do?).
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- Slide your mouse on down and select the Options tab on the left side of the page.
- Select Mail from the left column

#### Step 2: Making a signature

- Under **Compose Messages**, the fourth from the top will be "Create or modify signatures for messages"
- Click the **Signature** button and then the **New** button and type in a name for your new signature
- Click OK and select the new signature for new and replied messages
- Write your personalized text in the box below.

#### Step 3: Personalize

- Play with the settings and find what you want
- COLORS!!!**