Microsoft Outlook 2007
Adding an EWU Custom Signature to your Emails

Using the University Marketing and Communications (MarCom) Signature Creator, you can create a customized signature that consists of your name, title, department, address, phone number(s), email, and website. The signature can be added to the end of any or all outgoing email messages. To create your EWU signature go to: www.ewu.edu/ewusignature

Create a signature using MarCom’s Signature Creator

1. When you’ve finished creating your signature using MarCom’s Signature Creator, select and copy (ctrl + C) the signature.

2. Open or return to Outlook.

Add your signature in Outlook

1. Click the Tools menu on the toolbar.

2. Select Options from the dropdown list.

3. In the Options menu, select the Mail Format tab.

4. Click the Signatures…button.

(Another way to the Signature and Stationary options window is to create a new email, click the Signatures button on the Message tab and choose Signatures…)

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5. In the Email Signature tab click the New button.

6. Type a name for your signature and click the OK button.

7. Click in the Edit signature box and paste (ctrl + V) your MarCom signature in the Edit signature box.

8. To display your signature on each email message, select your new signature from the New messages dropdown box.

   (If you want your signature to appear in Replies/forwards choose your new signature from the Replies/forwards drop down box.)

**TIP:** To permanently remove your signature from emails, choose (none) from the dropdown boxes.

9. Click the OK button.

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**Also**

You can create more than one signature to use for different purposes. To insert different signatures in an email, click the Message tab in your email window and click the Signature button. Choose the desired signature.