CONVENE

Creating a signature on Outlook

1. Open Outlook and click File in the top left hand corner to open Account Information.



2. Once in Account information, click **Options** near the bottom of the page. Select **Mail** and then **Signature**.

	Outlook Options		?
	General	Change the settings for messages you create and receive.	
OFF	Mail		
Office Account	Calendar	Compose messages	
Feedback	Groups People	Change the editing settings for messages. Compose messages in this format. https://www.international.com	Editor Options.
Options	Taxics Search Language	abc D ghoays check spating before sending S (grove original message text in riply or forward	Spelling and Autocorrect.
Exit	Ease of Access Advanced	Cruate or mobily signatures for messages.	Siggatures.

3. Click New and type in the name for this signature, usually your name. Click OK.

Select signature t	o edit	uloy		Choose default signa E-mail gecount New getsages Replayforwards	fure		2 2 3
Delete ddi signafune Caliter	<u>В</u> ен 11 (г)	Steel	Bename New Signature Type a name for the	7 X s ignature Cancel	E panes Cert	13 8	-

4. In the **Edit signature** box, add your signature (usually name, job title, telephone, email, company logo etc) Click **OK**. Your email signature is now created. This will appear in new messages, replies and forwards.

-mail Signature	Personal Stat	ionery				
ielegt signature t	o edit			Choose default sign	ature	
			~	E-mail account:	test@conveneit.co.uk	4
Test				New messages:	Test	~
				Replies/forwards:	Test	V
Delete	New	Save	Rename			
dit signature						
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Name Job title Telephone n Email addres	umber s		Automatic		All gusiness Card 100 88	~

Please ensure in the **Choose default signature** section your signature is selected, because your signature will not appear if these are not selected.