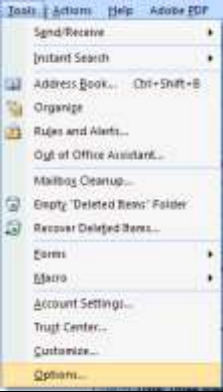






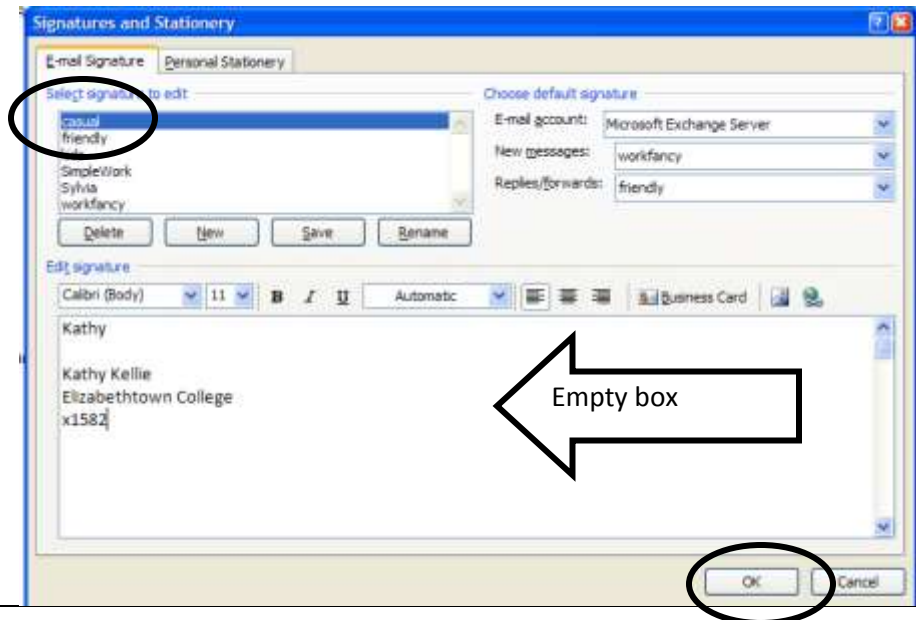
Create Additional Outlook Signatures

Use a Different Signature

Create Additional Signature

1.	Menu: Tools, Options...	
2.	Mail Format Tab	
3.	Signatures	
4.	New	
5.	Click in the name box Type a name for the new signature	
6.	OK	

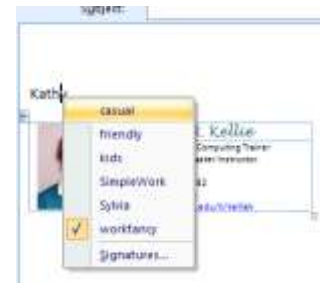
- Casual (or the name you entered in step 5) is selected
Click in the empty box and type your signature block
Format with the Edit signature tools as desired



- OK, OK

Select a Different Signature When Writing a Message

- Start a new message
- Point at the signature
RIGHT mouse click the signature block



- Click on a different signature name

- The signature changes

