



## Creating an Email Signature in Microsoft Outlook 2003

Select “Tools”

Select “Options”

Select “Mail Format”

Under Signatures, select “Signatures”

Select “New”

Enter the name of your signature (i.e.; VIM) and select “Next”

Enter the signature text

Example:     **Susan M. Kelley**  
Director of Operations  
Volunteers in Medicine  
162 St. Paul Street  
Burlington, VT 05401  
[www.volunteersinmedicine.org](http://www.volunteersinmedicine.org)  
(802) 651-0112

Specific fonts and colors can be selected to correspond with your clinic’s logo and other marketing materials.

Select “Finish”

Preview your signature and select “OK”

Under Signature use the drop down arrow to select

“Signature for new messages:” and “Signature for replies and forwards:”

Select “OK” to close the Options box.