

Outlook - How to Create a Signature

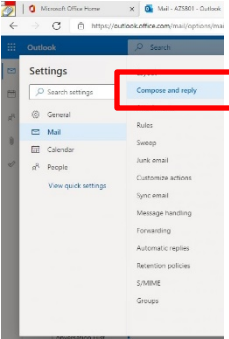
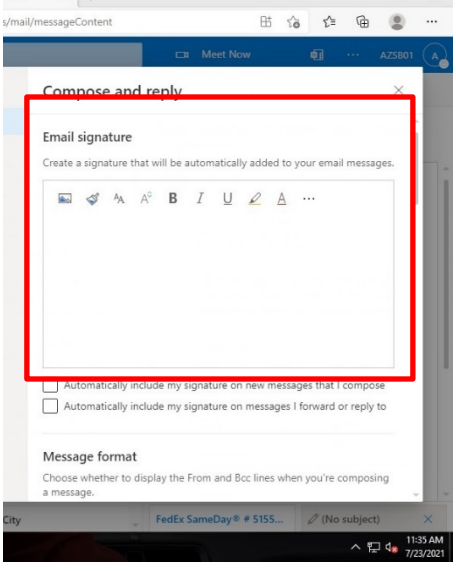
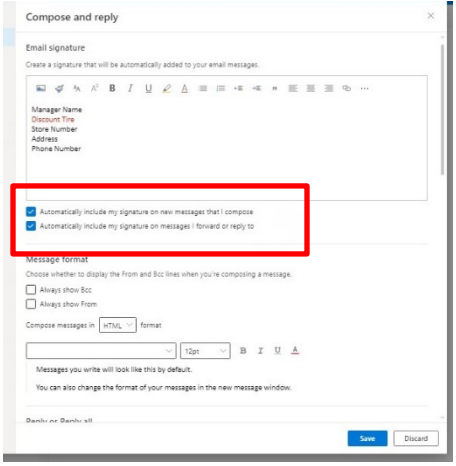
Introduction This quick reference guide assists new Outlook users with creating a signature.

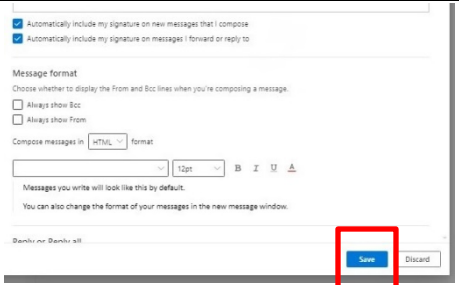
Guidelines IMPORTANT: The Manager MUST access email from Net Station 01 (NS01) in the Manager office. The Store Associates should access email from the store workstations.

Always use company email accounts for professional purpose only.

Procedure Follow these steps to Create a Signature using Outlook:

Step	Action
1	Click on the Settings icon in the upper right corner.
2	Click on View all Outlook settings .

3	Click on Compose and reply .	
4	<p>Create your signature.</p> <p>Be sure to include your name, store number, store address, and store telephone number.</p>	
5	Choose if you want to include your signature on new messages and/or messages you reply to or forward.	

6	Click on Save .	 <p>The screenshot shows an email composition window. At the top, there are two checked options: 'Automatically include my signature on new messages that I compose' and 'Automatically include my signature on messages I forward or reply to'. Below this is the 'Message format' section, which includes checkboxes for 'Always show Bcc' and 'Always show From', and a 'Compose messages in' dropdown set to 'HTML'. A text area for the message body is visible, with a font size of '10pt' and formatting buttons for bold (B), italic (I), underline (U), and link (A). At the bottom right, the 'Save' button is highlighted with a red box, and a 'Discard' button is next to it.</p>
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Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.