

E-MAIL SIGNATURES in Outlook 2003

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Open a new e-mail.

Click on “Tools > Options”

Select the “General” tab at the top.

Click on the “E-mail Options” button close to the bottom.

Select the “E-mail Signature” tab at the top.

Set up one signature for you and one for your boss/office.

Select the signatures associated with Microsoft Exchange Servers.

Select your signature for your new messages.

Select your signature for replies and forwards.

Click “OK” ... “OK”.