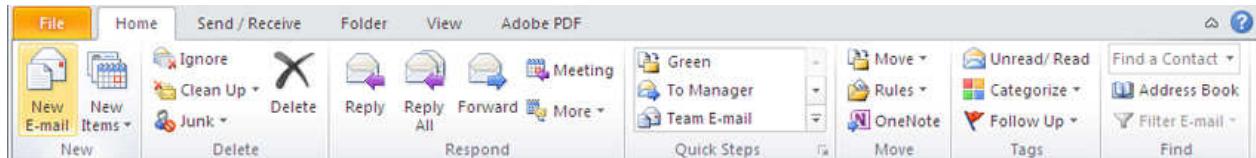


How to Set Up E-Mail Signature in Microsoft Outlook 2010

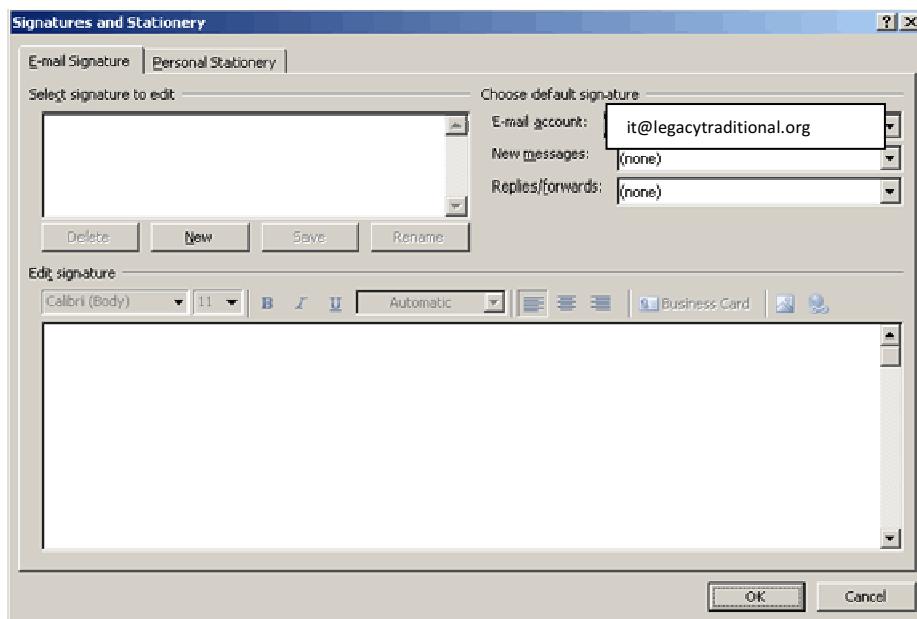
In Outlook 2010 Inbox window, click "New E-mail" icon under "Home" tab.



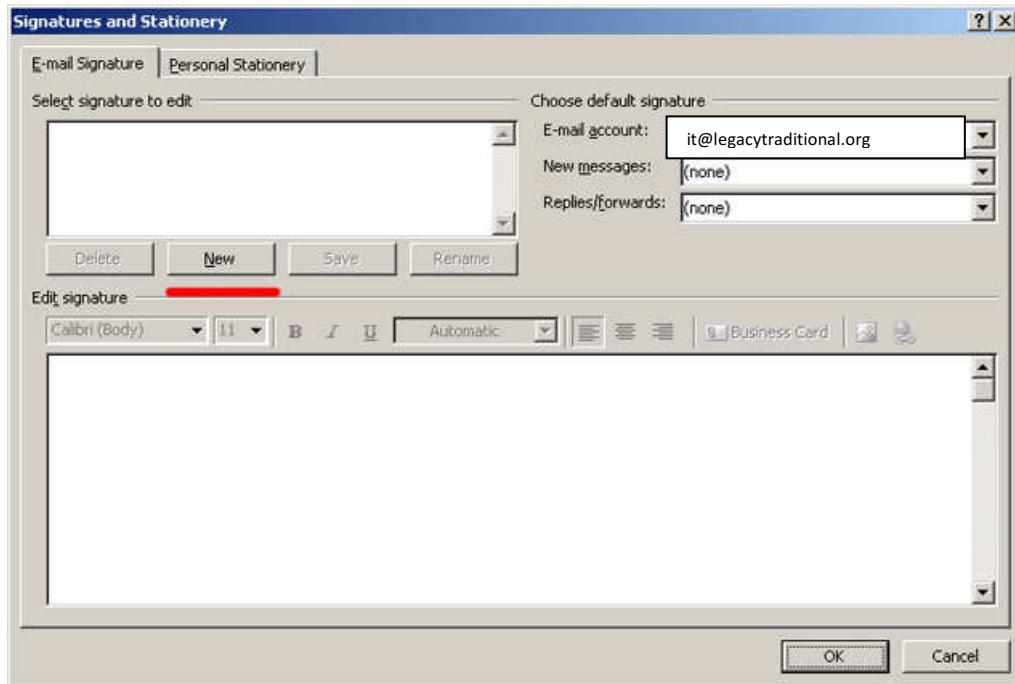
The new message window pops up, under the "Message" tab, in the "Include" group, click the "Signature" icon, and then select "Signatures..." from the drop down menu.



The "Signature and Stationery" window pops up, there are three sections under **E-mail** **Signature tab:**



1. In "Select signature to edit" section, click "New" button.



You'll be asked to name this signature, give a name, and then click "OK"



2. In "Edit signature" section, type in the text for your new signature and format it using these guidelines, and then click "Save" button above it (right beside the "New" button).

Main font is Verdana 10pt (Normal if using Google Email)

Confidentiality Font is Verdana 8pt Italic

LTS Red = 162R/38G/46B

LTS Blue = 26R/ 41G/ 71B

LTS District Signature

Thank you!

Name
Title
LTS Email Address



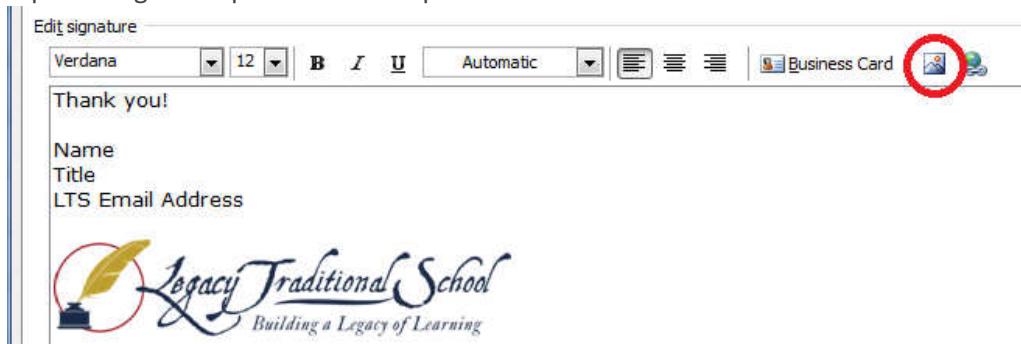
Legacy Traditional Schools

District Office
Address
City, AZ Zip
Phone: (XXX) XXX-XXXX Ext: XXXX
Fax: (XXX) XXX-XXXX
www.LegacyTraditional.org



CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, copy, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. To change fonts or font sizes, add bold or italics etc, simply use the buttons and drop down boxes above the text area.

*You can copy and paste this text but will need to re-attach the image properly. To do this, delete the copied image then press the insert picture button.



Copy and paste this link for the LTS logo: <http://www.legacytraditional.org/portal/images/lts-logo.png>

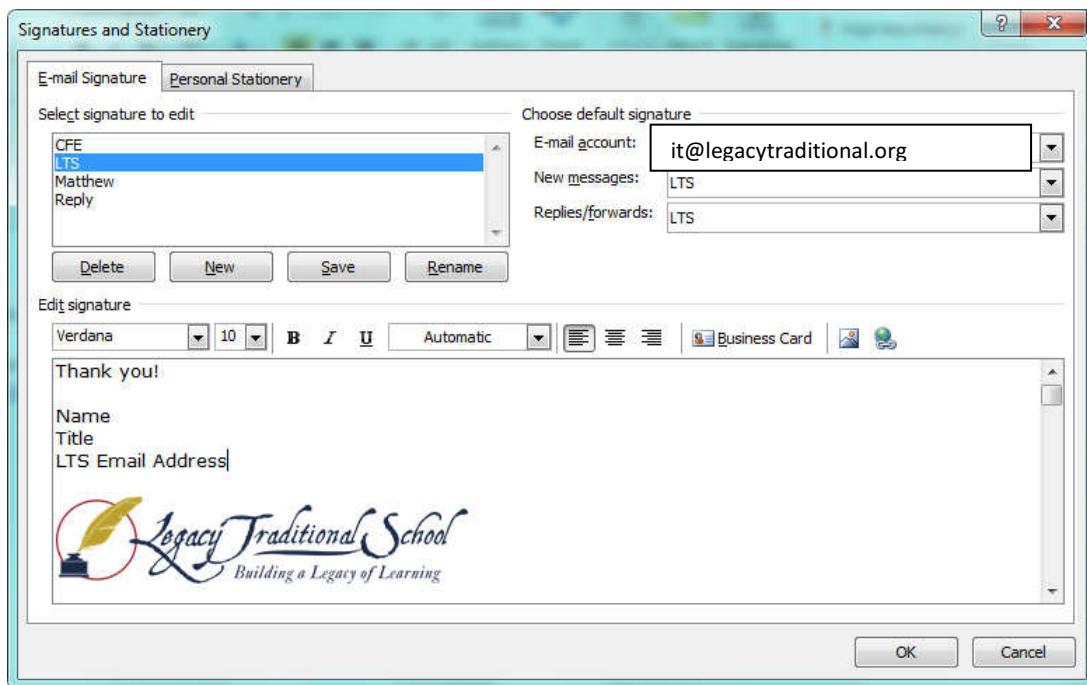
Copy and paste this link for the LTS/ATA/AdvancED logo:

<http://www.legacytraditional.org/portal/images/lts-ata-advanc-ed-logo.png>

Press OK.

Click "Save" when you are finished entering your information.

3.



4. To create another signature, repeat step 1-3.
5. Click "OK" to close the "**Signature and Stationery**" window.

Next time when you write a new email message, the default signature will automatically be included if you have set it up in step 3, otherwise, you can click the "Signature" icon and select one from the list: