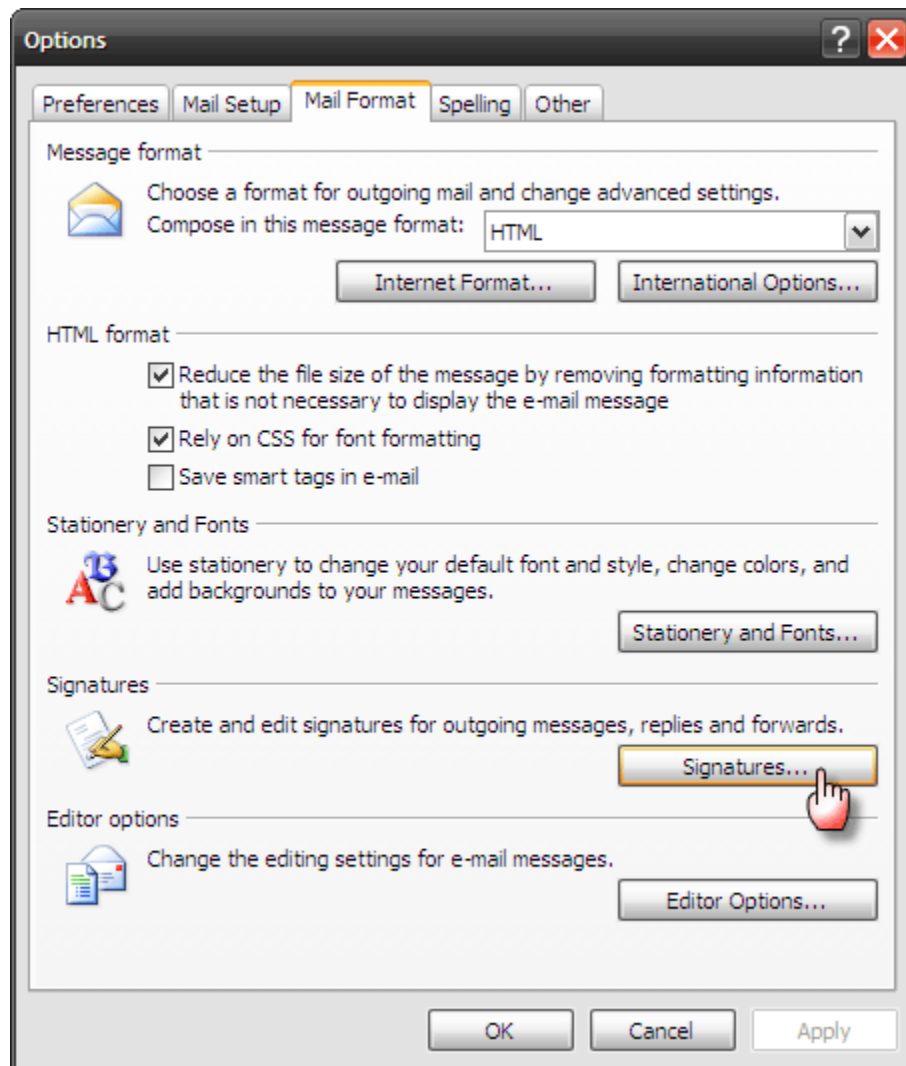# How to Set Up E-Mail Signature in Microsoft Outlook 2007

To create your signature in Outlook 2007, click on "Tools", then "Options". This will open the "Options" dialog box (shown here).

Click on the "Mail Format" tab, and then click on the "Signature" button, about 3/4 of the way down the dialog box. This will open the "Signatures and Stationery" dialog box.

Click "New". Give your signature a name.

In the text area, type your signature following these provided guidelines:

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

Confidentiality Font is Verdana 8pt Italics
LTS Red = 162R/38G/46B
LTS Blue = 26R/ 41G/ 71B

LTS School Signature

Thank you!

Name
Title
LTS Email Address

Legacy Traditional School-Campus Name
Address
City, AZ Zip
Phone: (XXX) XXX-XXXX Ext: XXXX
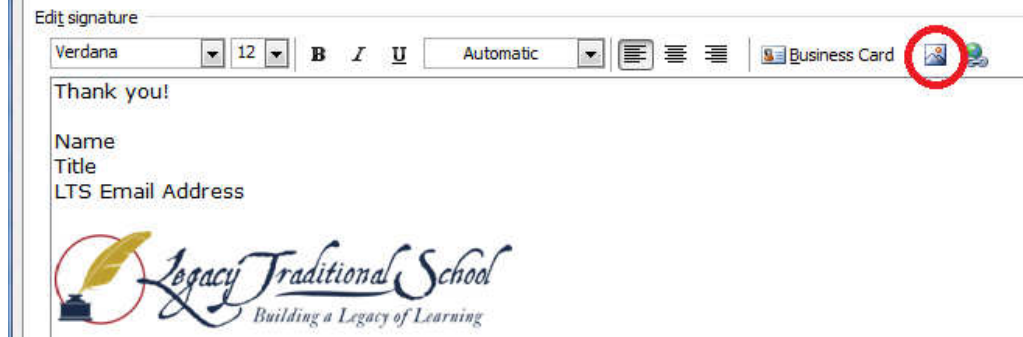Fax: (XXX) XXX-XXXX
www.LegacyTraditional.org

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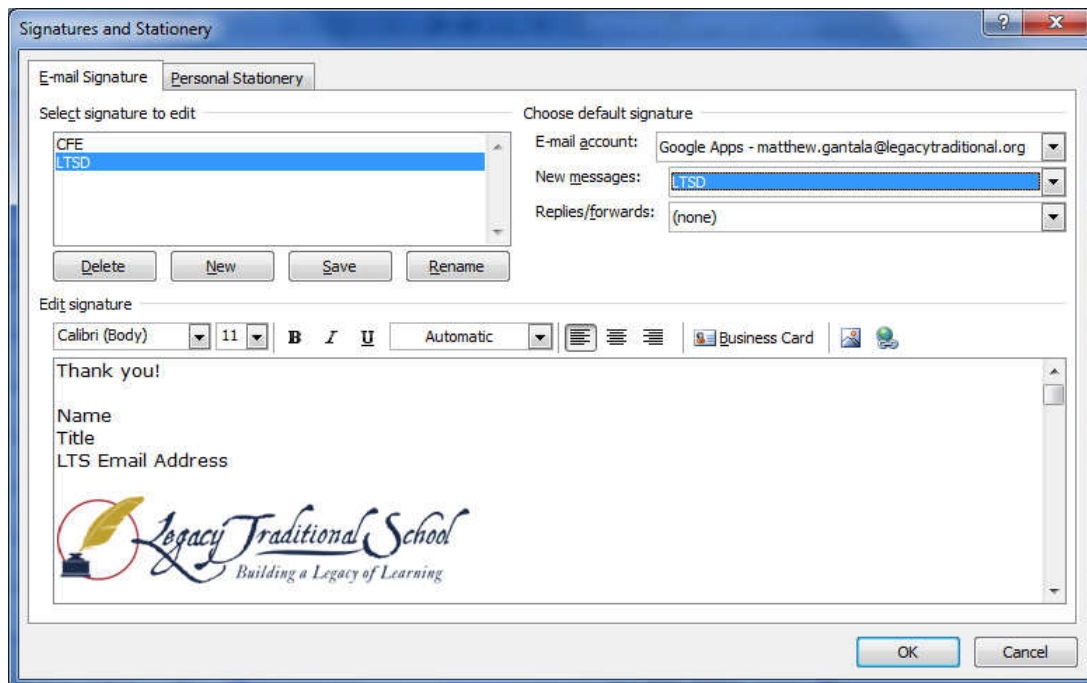
Copy and paste this link for the LTS logo: http://www.legacytraditional.org/portal/images/lts-logo.png
Copy and paste this link for the LTS/ATA/AdvancED logo:

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

Press OK.

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

To make your signature automatically appear when you type a new email, or reply to an email in Outlook 2007, within the "Signatures and Stationery" dialog box, you can select your favorite signature for new messages, or replies and forwards. Simply use the two drop down boxes in the top right hand corner of the "Signatures and Stationery" dialog box.