

Setting up signatures in Outlook 2007

Once you have copied the files to the correct location you should be able to select the signature from the **Signature** icon on the Outlook menu.

To make the signature your default signature you need to do the following from the Outlook Inbox:

In the top menu select **Tools Options** and you will get a new window.

Click the **Mail Format** tab.

Set the **Message Format** to **HTML**

Click the **Signatures** button.

Click the **E-mail Signature** tab (you should be there by default).

Under the heading **Choose Default Signature** select **New Messages** and from the drop down list choose **filename, the same as the files you saved**.

You can do the same for **Replies** if you want to do so.

Click **OK** twice and that's it done.

Setting up stationery in Outlook 2007

To make the stationery your default stationery you need to do the following from the Outlook Inbox:

In the top menu select **Tools Options** and you will get a new window.

Click the **Mail Format** tab.

Set the **Message Format** to **HTML**

Click the **Signatures** button.

Click the **Personal Stationery** tab.

Click the **Theme** tab. and from the drop down list choose **filename, the same as the files you saved**.

Click **OK** twice and that's it done.