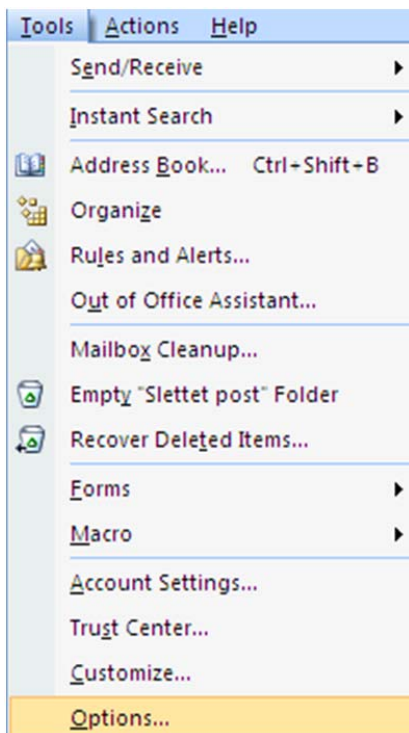


# Guide to install the new signature in Outlook 2007

Open the file containing the new signature (located on the same page as this guide) and press ctrl+a followed by ctrl+c.

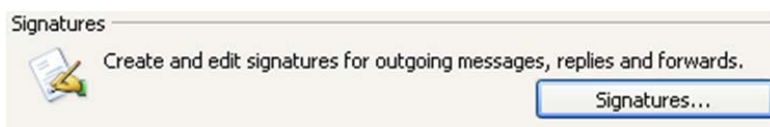
In Outlook, open the menu *Tools*, and choose *Options*:



The dialogue box *Options* opens. Choose the third tab *Mail Format*.

Mail Format

Click the button *Signatures...*



Click the button *New*



Give your signature a name, e.g. *BS new logo*:




Click in the empty editing field, and paste the signature (*Ctrl+V*)

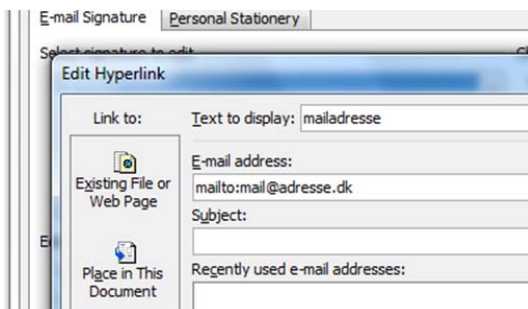
Type in your details in the different categories.

Now you need to make your e-mail address an active link.

To do so, click on your e-mail address

Then, click on this little button up to the right: 

Now, a new dialogue box opens. Here you write your own e-mail address in both "E-mail address" (after the *mailto:*) and "Text to display":



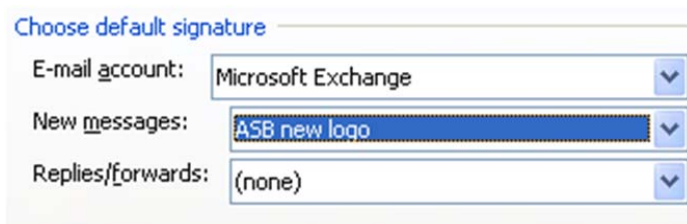
Click on *OK*, and do the same for website link if you wish to include your website/staff-page at AU.dk. If not, delete the line containing website-information.

Make your new signature your default signature for new messages:



You do this by choosing the *'BS new logo'* in the menu *New messages*. This setting you find in the upper right corner of the window in which you are right now.

You can also choose the signature to *Replies/forwards* (this is your own choice, and you can always go back and to this later).

A screenshot of a software dialog box titled "Choose default signature". It contains three dropdown menus. The first is labeled "E-mail account:" and is set to "Microsoft Exchange". The second is labeled "New messages:" and is set to "ASB new logo". The third is labeled "Replies/forwards:" and is set to "(none)". Each dropdown menu has a small downward-pointing arrow on its right side.

Click on OK twice – and congratulations! You are now ready to use your new signature in new e-mails.