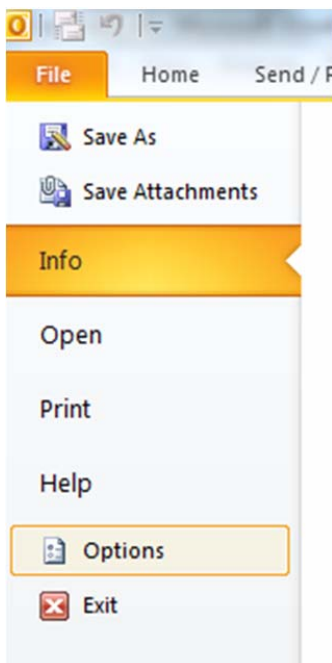


Guide to install the new signature in Outlook 2010

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, go to *File* (upper left corner), and choose *Options*.



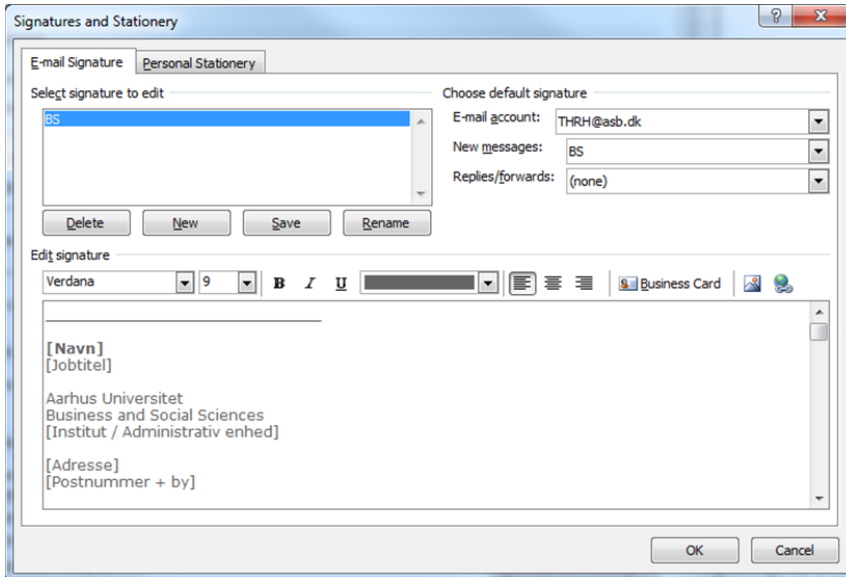
The dialogue box Outlook Options opens. Choose Mail and click the button Signatures...



Click the button New




Give your signature a name, e.g. BS and paste the signature (Ctrl+V) into the editing field:



Type in your details in the different categories.

Now you need to make your e-mail address an active link. You do it this way:

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 again (after the mailto:)



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' in the *New messages* dropdown menu. 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).

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