# Creating an Outlook Signature Manual

You must have 4 different email signatures in Outlook Create a new signature:

- 1. Open Outlook
- 2. Click File
- 3. Click Options



- 4. Click Mail
- 5. Click Signature



- 6. Click New to create a new signature
- 7. name it and save it

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- 8. Copy, paste and edit your signature in the edit bow (see following templates for email signatures, make sure you wrote **your name** and **email address**)
- 9. Save changes

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## TEMPLATES FOR EMAIL SIGNATURES PAN GENERAL SIGNATURE

# Regards Your Name PAN International (Australia) Pty Ltd 138 Cromwell Street, Collingwood Vic 3066 postal: PO Box 218 Abbotsford 3067 p: +61 3 9412 6600 f: +61 3 9412 6699 e: xxxxxxx@paninternational.com.au w: www.paninternational.com.au ii Like us Follow us Follow us recating the experience Please consider the environment before printing this email, or when using technology. Check your settings and switch off when you can.

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#### PAN REPLY MESSAGES

 

 Regards Your Name

 PAN International (Australia) Pty Ltd

 138 Cromwell Street, Collingwood Vic 3066 postal: PO Box 218 Abbotsford 3067

 p: +61 3 9412 6600 f: +61 3 9412 6699 e: xxxxx@paninternational.com.au

 www.paninternational.com.au

 Image: Like us
 Follow us

#### **CI GENERAL SIGNATURE**



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

### **CI REPLY MESSAGES**

Regards Your Name

**Cultural Infusion Ltd** 

138 Cromwell Street, Collingwood Vic 3066 **postal:** PO Box 218 Abbotsford VIC 3067 **p:** +61 3 9412 6666 **f:** +61 3 9412 6667 **e:** <u>xxxxxxx@culturalinfusion.org.au</u> **w:** www.culturalinfusion.org.au

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## To change your Outlook Signatures

- 1. Open Outlook
- 2. Click File
- 3. Click Options



- 4. Click Mail
- 5. Click Signature



6. Select or PAN or CI signature: It depends of how you called it, have a look on the edit box to find out which one is it.

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General		
Mail	change are searings for messages you create and receive.	
Calendar	Compose messages Signatures and Stationery	8 ×
Contacts	Change the edit	
Tasks	Compose messa;	1
Notes and Journal		E-mail account: admin0@papinternational.com au
Search	ABC Always check nicsed call	New messages: PAN
Mobile	Ignore origin	Replies/forwards: PAN
Language	Create or modify	
Advanced	Delete New Save Rename	
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		9 22
General	Change the settings for messages you create and receive.	
Mail		
Calendar	Signatures and Stationery	8 ×
Contacts	Change the editi E-mail Signature Personal Stationery	
Tasks	Compose messat Select signature to edit C	choose default signature
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7. Copy and paste the right links and icons related to Pan or CI in the edit box after your details.

FOR **CI** SIGNATURE: **Like us Follow us** Do the same operation for your reply messages (same signature but without the logo)

FOR PAN SIGNATURE: Like us E Follow us

Do the same operation for your reply messages (same signature but without the logo)

- So basically you have to do the same manipulation 4 times!
  - 8. Don't forget to save your modification!

Don't hesitate to contact me if you need to clarify anything.