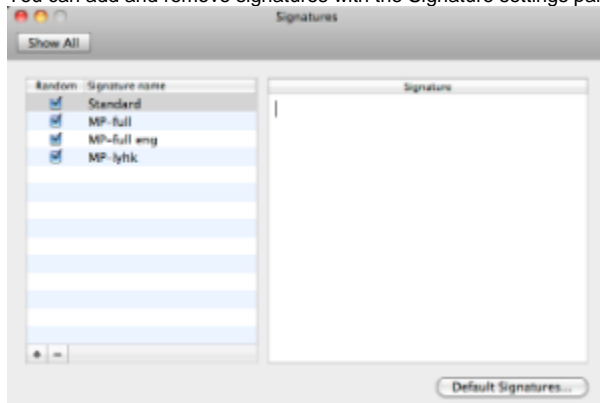


Signature settings and use

Signature settings in MS Outlook 2011 Mac version

To change the signature settings to to Preferences...

You can add and remove signatures with the Signature settings panel [+] and [-] buttons.

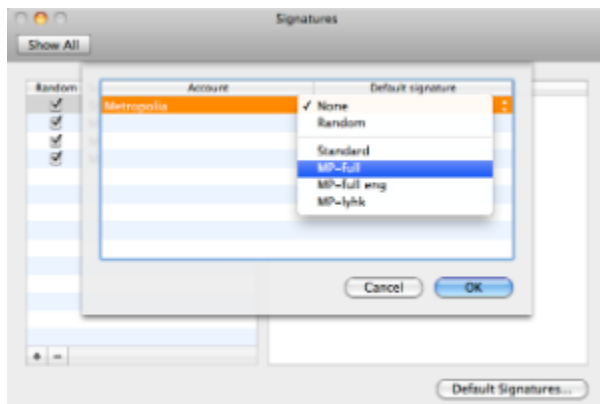


Choosing a default signature

The default signature is set by clicking on the 'Default Signatures' button in the lower right corner.

Choose from the list a signature that will be added automatically when you create a new e-mail.

If you do not want to add a signature choose 'None'.



Choosing or changing the signature in a new message

When writing a new e-mail message you can add or change the signature by choosing from the Outlook Tool Palette an icon with a pen writing a text (as a default to the right of the Picture icon).

