

## **Outlook 2007 - Email Business Card & Signature Installation & Use Instructions**

**Note:** Throughout these instructions you will find references to “business cards.” Your firm may have ordered our “signature style” branding instead. If that’s the case, please follow through these instructions as if you were installing a business card – both products are identical in terms of how they work – they just look different.

**Note:** Your installation may go more smoothly if you first print these instructions.

1. Click the link provided to you (either by email or on a webpage you have been directed to). This will open your new email business card template in a browser window.
2. Using your mouse, place your cursor on the text that appears above the card that reads. “Enter your signature here...” then RIGHT CLICK and choose SELECT ALL. You’ll see the text and the graphic on the page become highlighted.
3. Now RIGHT CLICK again (in the same place) and this time chose COPY.
4. Now go to Outlook 2007’s inbox and click TOOLS from the top menu bar and pull-down to OPTIONS.
5. Click the MAIL FORMAT tab. Near the top, make sure you’re set up to compose messages in HTML format. Click the SIGNATURES button in the bottom section of this tab.
6. In the E-MAIL SIGNATURES tab click NEW.
7. Type any descriptive name you want to use and then click OK.
8. Place your cursor in the composing area (large white space near the bottom). RIGHT CLICK and choose PASTE.
9. Your email business card template will appear. Use the scroll bar to move to the top of the card.

**Note:** The links in your business card will not work during the set up process.

10. Highlight the text that reads, “Enter your signature here...” Then type in the closing block you would like to use above your email business card. You may use multiple lines, and adjust the font to your liking.
11. Now in the upper right section of the E-MAIL SIGNATURES tab click the down arrow over to the right of NEW MESSAGES. Select the name of the “signature” you have just created. Do the same for Replies/forwards.

12. Click OK at the bottom of the E-MAIL SIGNATURES - you'll be back to the MAIL FORMAT tab – click OK at the bottom of this screen also.

This concludes the set up process.

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The rest of these instructions pertain to using your signature (business card).

13. When you click NEW MESSAGE your email business card should appear.

**Please note that the embedded links in the business card will not function during the composing process, only when the email is being read.**

14. When you go to reply to a message your business card will usually appear automatically for you to type above. However, if the message you are replying to was composed in “plain text” your business card will not appear.

15. In this case, you may want to manually insert your business card. To do this, you will first need to click OPTIONS at the top of the message you are composing and change the message format to HTML.

16. Next click INSERT, then click Outlook 2007's signature icon and pull-down to the name of the signature you used when setting up your email business card. Your business card should now appear in your message.