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## Creating E-Mail Stationary with the New Logo

We have “cracked the code” to create an e-mail “stationary” that works with our new logo. The trick is to make the logo a part of your signature file. The instructions for creating the stationary are as follows:

### **Outlook 2003** (contact Liz for help):

- From the top toolbar select Tools
- Options
- Mail format
- Signatures
- Edit
- Advanced editor...this will take you to a blank word document with your current signature.
- Insert the new logo above your text signature
- Add [www.yourcountyextensionoffice.org](http://www.yourcountyextensionoffice.org) below your text signature
- Press “enter” a couple of times below the logo to create space to insert your message
- Save and close the document
- Back in the signature edit page of Outlook, check the boxes to use this signature for both new messages and for replies and forwards

### **Outlook 2007** (contact Deb for help):

- From the top tool bar select Tools
- Options
- Mail format
- Signatures (make sure you are on the “e-mail signature” tab)
- Make sure the signature you want to edit is highlighted

To insert the new logo:

- Hit “enter” to drop your text signature down a space and make room for your curser above it
- Click on the “picture” icon
- Browse for the new logo and insert it
- Click on the “center” command if you wish to center the logo on the page
- Press “enter” a couple of times to create a space between the logo and your text signature where you will type your message
- Insert [www.yourcountyextensionoffice.org](http://www.yourcountyextensionoffice.org) at the bottom of your text signature
- OK
- OK

Open up a new e-mail message and there you have it!!

I suggest that you resize and save the logo prior to inserting it into your e-mail signature. Make sure to maintain the dimensions of the logo when you resize it.