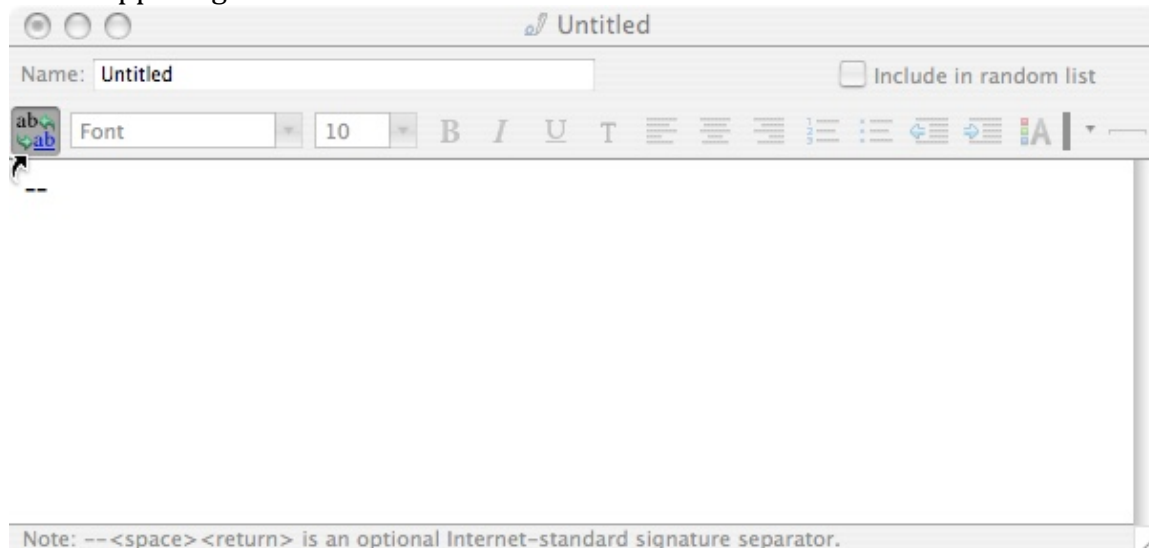


You can use **signatures** to automatically insert text and pictures into the messages that you send. For example, you can create a signature for business email that includes your name, job title, phone number, and company logo. Multiple signatures can be created in your email account, so you can choose which one you want to use manually, set one to be a default signature whenever you compose a new message, or create a random list and set your account to choose a signature from your list at random.

Many people also use signatures to insert a **confidentiality statement** in their emails. However, including a confidentiality statement does not guarantee confidentiality; it simply serves as a reminder and expresses your intent to keep the accompanying information confidential.

To create a signature:

- Tools
- Signatures
- New
- In the Name box, type a title for the signature
- In the lower portion of the window, type the text that you want to include in the signature.
- If you want to format your signature using various fonts, sizes, styles, alignment, bullets, colors, you'll need to turn html formatting on by clicking the ab-ab button at the beginning of the row of formatting options.
- If you want this signature included in your random list, check the box in the upper right of this window.



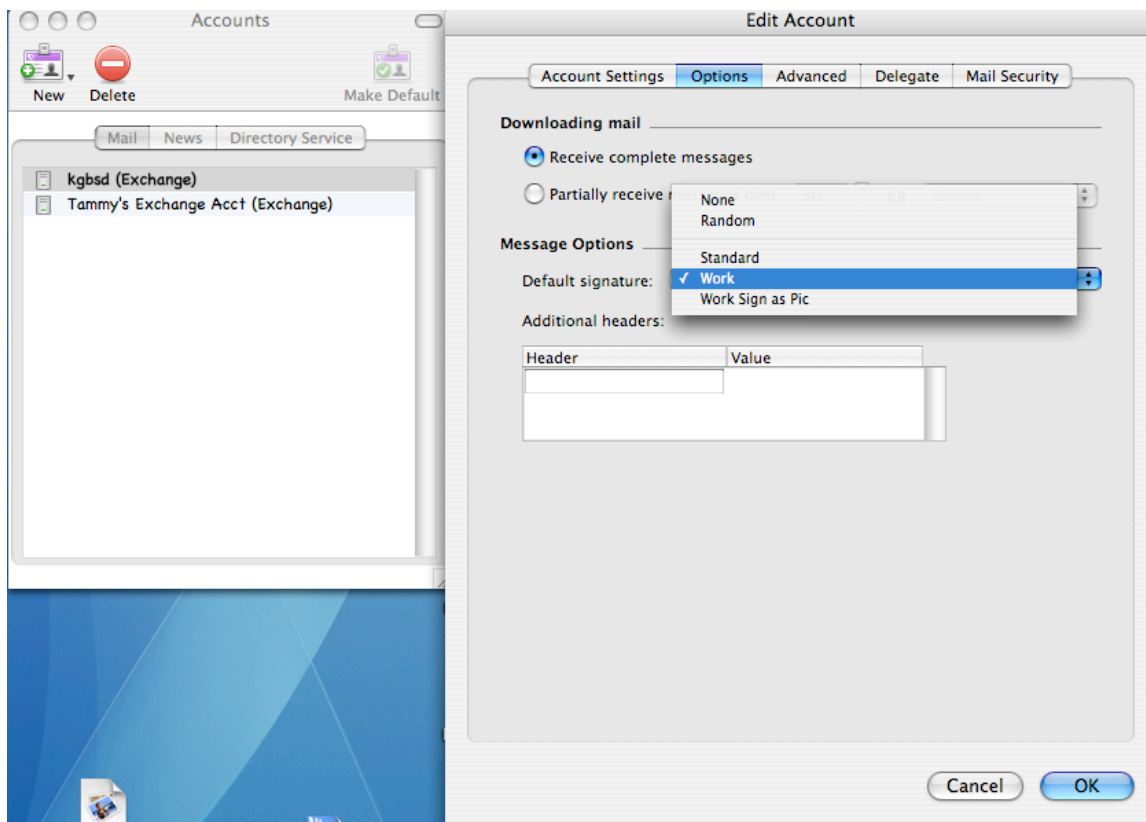
At the beginning of a new signature, Entourage adds two hyphens, a space, and a line break, which creates a signature separator. Many email applications, including Entourage, use the separator to remove a signature when the recipient replies to the message or forwards it. I suggest you keep the signature separator to make email conversations cleaner.

To set a default signature:

- Tools
- Accounts
- Mail
- Double-click the account that you want to set a default signature for
- Options
- Select a single default signature
 - Message Options
 - From the default signature pop-up window, click a signature

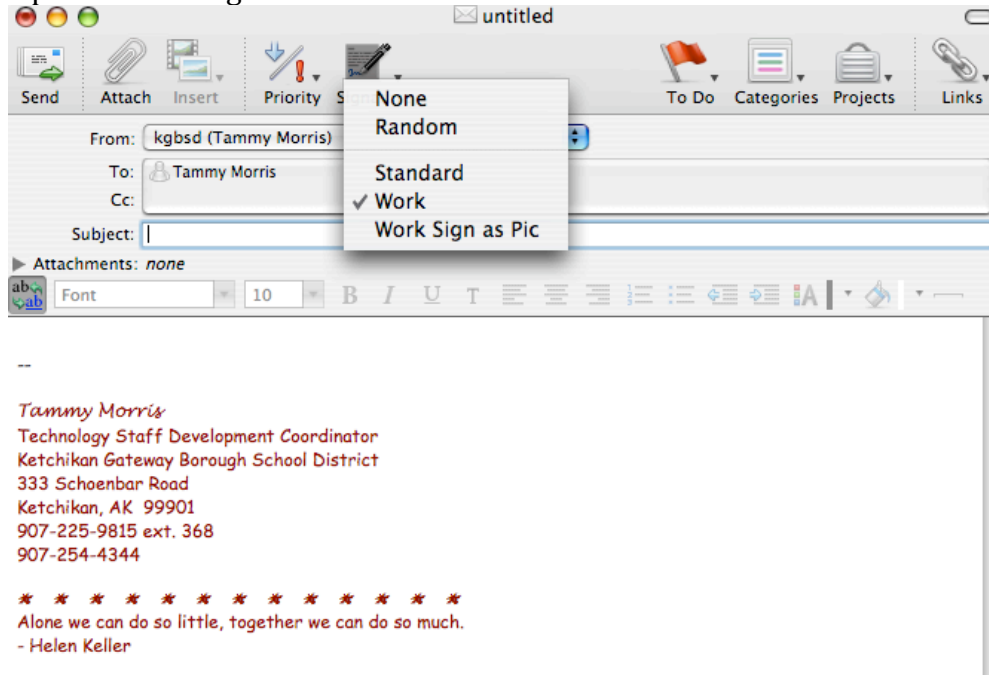
OR

- Use signatures from your random list
 - Message Options
 - From the default signature pop-up window, click Random



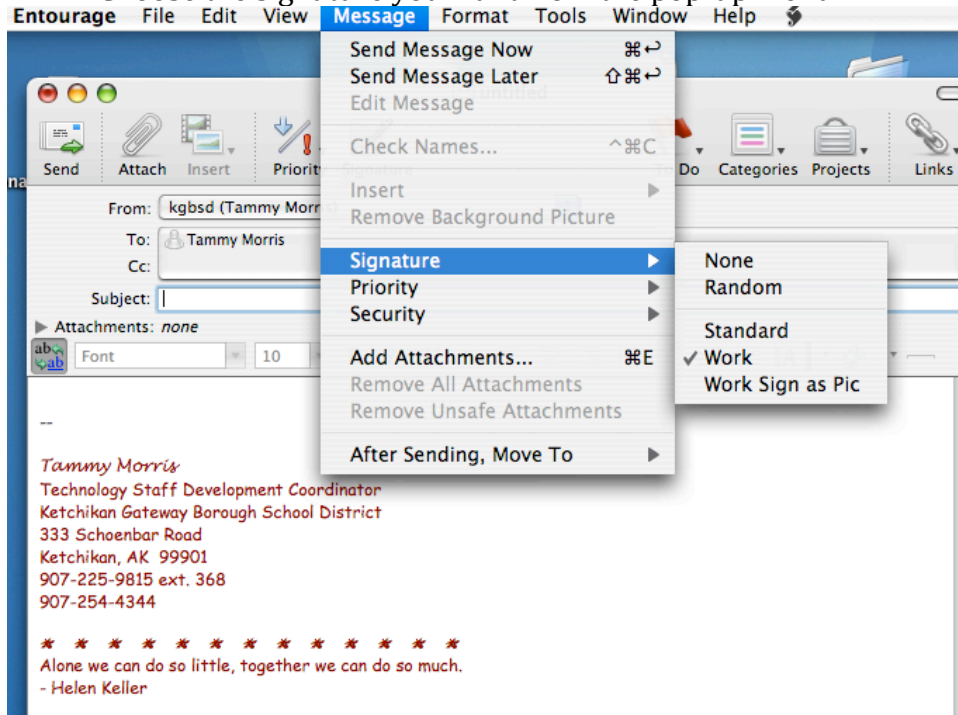
To manually add a signature to an email:

- While composing your email, choose the Signature icon in the toolbar at the top of the message window



OR

- Message
- Signature
- Choose the signature you want from the pop-up menu



Tammy Morris
Technology Staff Development Coordinator
10/10/08
Source: Entourage 2008 Help

Note:

Digital signing is NOT the same thing as inserting a signature in your email message. Digital signing is the process of using a certificate to send a message. Digitally signing a message helps the recipient verify that you are the authentic sender and that the contents of the message were not altered in transit. To send a digital signature, you must have a certificate.

A certificate, sometimes called a “digital ID” or “digital certificate”, is a small file issued and verified by a third-party certificate authority. It is used in the process of digitally signing or encrypting messages. For information about how to obtain a digital ID certificate, visit the Office Marketplace digital ID page.