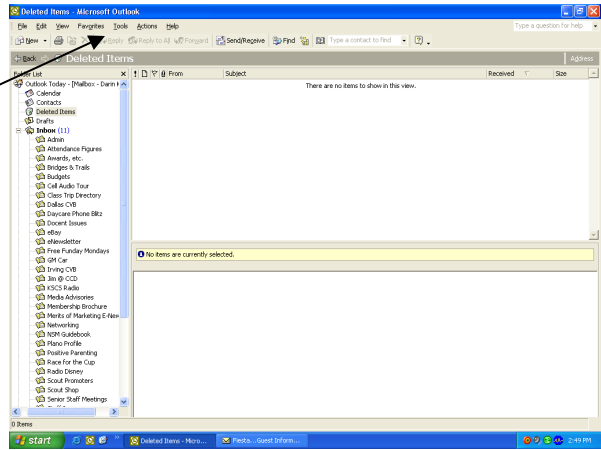


# Microsoft Outlook 2003 E-mail Signature Set-Up Guide

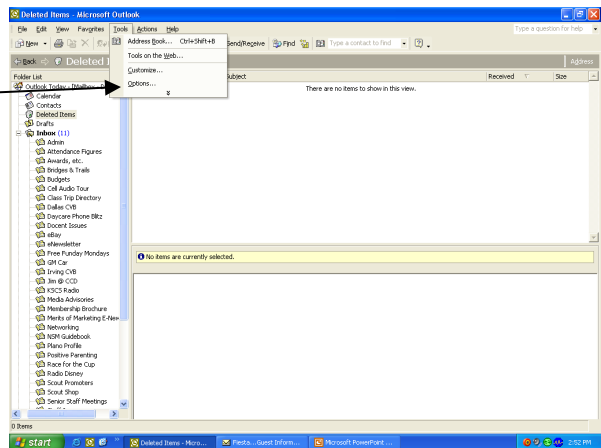


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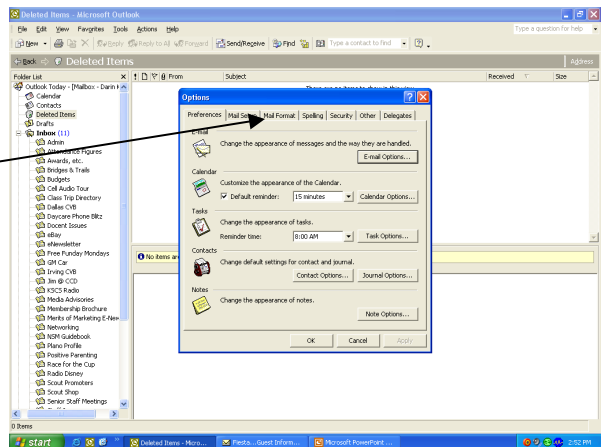
From your email  
Inbox, click once  
on “Tools”



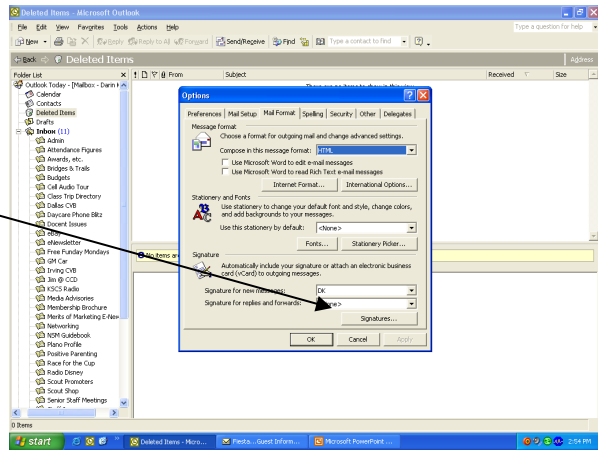
Click once on  
“Options”



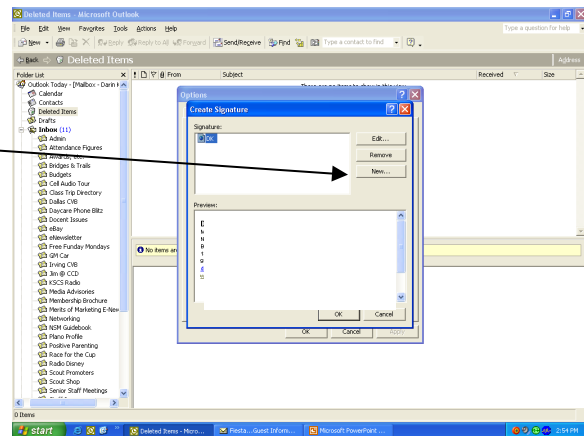
Click once on “Mail  
Format”



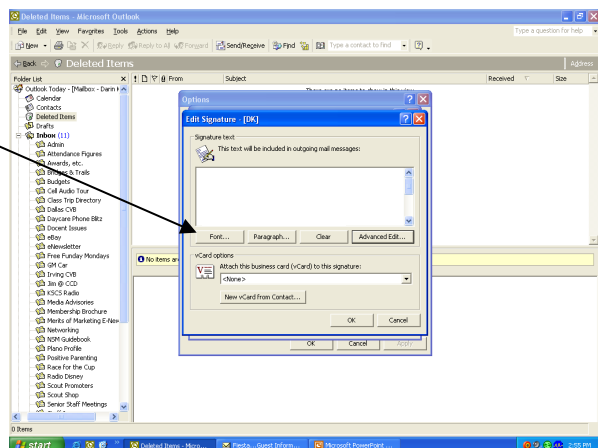
Click once on  
“Signatures”



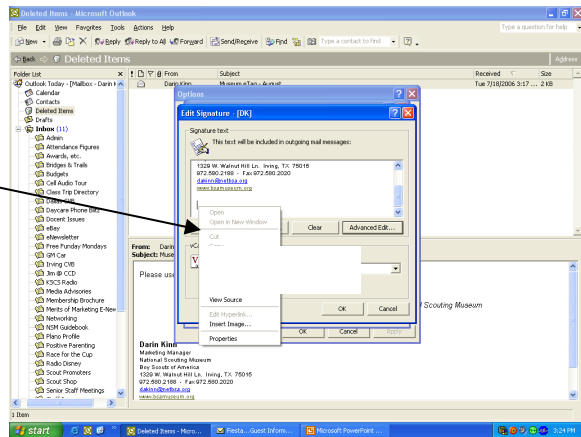
Click once on  
“New”



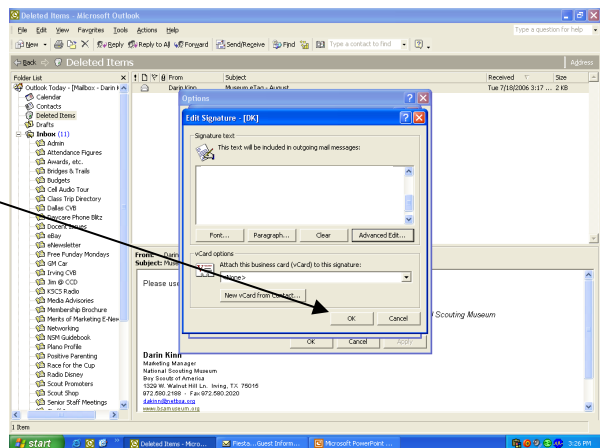
Position the cursor  
in the “signature  
text” field. Paste  
the signature  
template  
and update it with  
your  
information. .



Below your signature information, copy & paste in the logo artwork you downloaded from [www.scouting.org/marketing](http://www.scouting.org/marketing).



Click “OK” until you are returned to your Inbox.



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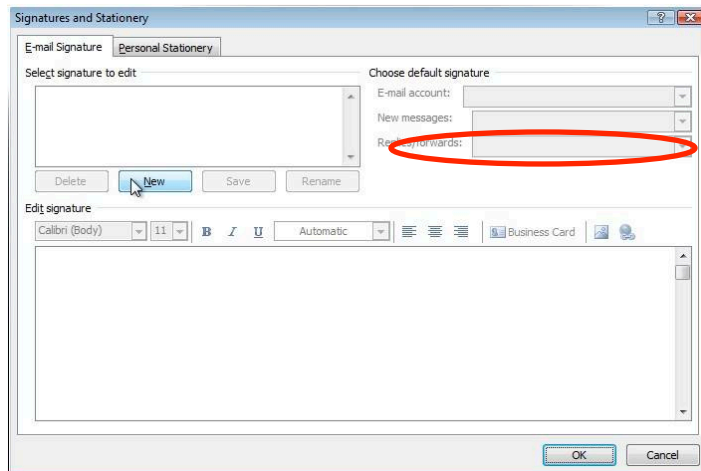
To create a signature that will appear when replying or forwarding a message, you can use your existing signature or repeat the process for producing a “New” abbreviated version (see example below). Click the Replies/Forwards drop down box and choose a Reply signature.

**First and Last Name | Title**

**BOY SCOUTS OF AMERICA**  
**Council/Department/Team/**  
**Location Name**



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## Cell Phone E-mail Signature

All cell phones are different and therefore, have various e-mail setup options. Only text can be used in formatting an e-mail signature for your business cell phone. The following is an example:

First and Last  
Name

Title (optional)

BOY SCOUTS OF  
AMERICA

