How to Add/Edit Signatures in Outlook 2003

First, you will need to set up your signature in Outlook.

1. Open Microsoft Outlook 2003, click on the Tools menu, select Options, and then click the Mail Format tab.
2. Under the Signatures section of this screen, click on the button labeled Signatures.
3. If there is not a signature in the list called mysignature, do the following:
   a. When the Create Signatures window opens, click New.
   b. In the Create New Signature window, name your signature mysignature. (You must use this exact name in order for the signature to work each day.)
   c. For question #2, choose Start with a blank signature. (If you have already created a signature under another name, you can choose Use this file as a template and select that signature.)
   d. Click Next.
   e. Edit your signature if needed, and click Finish.
   f. After editing the signature, click OK.
4. When you are back to the Mail Format screen, under the Signatures section, select mysignature from the drop down choices for Signature for new messages and Signature for replies and forwards.

5. Click Apply and then OK.

Next, we need to make sure it sticks.

1. Go to the Start menu, and go to Programs > Config Changes > Outlook 2003 Profile Wizard.
2. A small black application box will open and start running.
3. You may get a message saying, The filename you specified already exists. Do you want to overwrite it? Click Yes.
4. Click OK when the wizard is complete.

Congratulations!! Your signature should now be changed and saved for all future emails on your computer. These settings will only stick on your computer.