

Creating A Signature In Outlook Express

Using a signature file in every email you send is just another way to advertise your business. Besides, it's fast, free and easy.

First open up Outlook Express.

Here is an example of a Signature in an email and here's how you create them.

There are two ways actually:

- 1) Text form
- 2) HTML form

I'll show you both.

First text form:

Click "Tool" on the menu bar. Scroll down and click "Options."

Click "Signatures" and select "New"

Now just enter your text.

For example:

Matt Henderson
Internet Success Coach for Beginners
<http://www.myonlinesuccess.com>
864-578-4223

Now if you have several Signatures you can choose one to be your main default by clicking on the "Set as Default" button.

And since I do have several I will choose this one as my default.

Click "Ok"

Now let's check it.

Click on "Create Mail" as if I you were going to send someone an email and here it is.

Now for the HTML signature.

For this one you will have to have either some HTML knowledge or access to a HTML editor program like Microsoft Frontpage.

Open your HTML editor like Microsoft Frontpage, Dreamweaver, Word or whatever and enter your signature like this:

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But with HTML you can do whatever you want to with it such as change the color, make it larger smaller or enter images. Be careful with images though. They take up a lot of space.

Now save your signature somewhere that you can leave it alone because if you ever delete this signature then it will not show up in your email as well.

Now that you have your signature created and saved let's open up Outlook Express and click on the "tools" link in the top menu bar.

Scroll down to the bottom and click on "Options"

Click "Signatures"

Click "New" and this time check the "File" box.

Now click on "Browse" and go to where you saved your signature file.

Here in the "Files of type" box you will probably have to select "HTML files" from the drop down menu in order to see the file you created.

Select the file and I'm going to click "Set to Default" and click "OK"

Now to check it, click on "Create Mail" and there it is.

From now on everytime you create an email or reply to an email, your signature file will automatically be inserted for you.

This is another way to advertise.