

## How to create your Auditel email signature in Microsoft Outlook

For this document we have used Outlook 2010 The process however is invariably similar in both older and newer versions.

## How to create your Auditel email signature

Download the relevant e-mail signature template file from the ABMS and save it locally on your system. You will find these template files within the Help/Support section of the Resource Centre. These templates are also available on your new starter memory stick (if received after Sept 2015).

Open Outlook and click File -> Options from the Menu bar running down the left of the screen.



You will then be presented with the options window, from here you will need to choose Mail from down the left and then click on the Signatures button which is the 3<sup>rd</sup> button down on the right of the window to access the Signature Creation / Edit platform.

| Out | tlook Options                            |   | 5                            | x  |
|-----|--|---|------------------------------|----|
|     | General<br>Mail                          | Change the settings for messages you create and receive.  |                              | *  |
|     | Calendar                                 | Compose messages  |                              |    |
|     | Contacts<br>Tasks                        | Change the editing settings for messages.<br><u>Compose messages in this format</u> : HTML  | Editor Options               |    |
|     | Notes and Journal<br>Search<br>Mobile    | ABC ☐ Always check spelling before sending<br>☑ Ignore original message text in reply or forward  | Spelling and Autocorrect     |    |
|     | Language                                 | Create or modify signatures for messages.   | Sig <u>n</u> atures          | )  |
|     | Customize Ribbon<br>Ouick Access Toolbar | Use stationery to change default fonts and styles, colors, and backgrounds.   | Stationery and <u>F</u> onts |    |
| -   | Add Inc                                  | Outlook panes   |                              |    |
|     | Trust Center                             | Customize how items are marked as read when using the Reading Pane.   | Reading Pane                 |    |
|     |  | Message arrival   |                              |    |
|     |  | When new messages arrive:         Image: Play a sound         Image: Play | Devideo Alex Catilors        |    |
|     |  | <ul> <li>Enable preview for <u>Rights</u> Protected messages (May impact performance)</li> </ul>  | Desktop Alert Settings       |    |
|     |  | Conversation Clean Up   |                              |    |
|     |  | Cleaned-up items will go to this folder:  | vse                          | *  |
|     |  |   | OK Canc                      | el |

A smaller sub menu window will appear over the main options window – click on 'New' and give your signature a title and press OK (see image below).

| mail Signature             | Personal Stationery |               |                     |                                   |        |
|----------------------------|---------------------|---------------|---------------------|-----------------------------------|--------|
| ele <u>c</u> t signature t | o edit              |               | Choose default sign | ature                             |        |
|                            |                     | <u>^</u>      | New messages:       | Tony.Edwards@auditel.co.uk (none) | •<br>• |
| Calibri (Body)             |                     | New Signature | ignature:           | Business Card                     |        |
|                            |                     |               |                     |                                   | Ŧ      |

The next step is select Corbel which is our brand font for all online applications and a font size of 11.

| Signa | atures and Stationery            |                    |                            |                            | 8 ×      |
|-------|----------------------------------|--------------------|----------------------------|----------------------------|----------|
| E-    | mail Signature Personal Statione | ry                 |                            |                            |          |
| Se    | le <u>c</u> t signature to edit  |                    | Choose default sign        | ature                      |          |
|       | Auditel                          |                    | E-mail <u>a</u> ccount:    | Tony.Edwards@auditel.co.uk | •        |
|       |                                  |                    | New messages:              | (none)                     | -        |
|       |                                  |                    | Replies/ <u>f</u> orwards: | (none)                     | •        |
|       | Delete New                       | Save <u>R</u> enar | ime                        |                            |          |
| Ed    | i <u>t</u> signature             |                    |                            |                            |          |
|       | Calibri (Body) 🗨 11 💌            | B I U Autom        | natic 🔽 🔳 🗐 🗐              | 📓 🔠 Business Card 🛛 🔏      | 2        |
|       | 0 Colonna MT                     | <b>^</b>           |                            |                            | <u>^</u> |
|       | 0 Comic Sans MS                  |                    |                            |                            |          |
|       | <i>O</i> Consolas                |                    |                            |                            |          |
|       | 0 Constantia                     |                    |                            |                            |          |
|       | 0 Cooper Black                   |                    |                            |                            |          |
|       | 0 Cooper Std Bla                 | ek                 |                            |                            |          |
|       | 0 Corbel                         |                    |                            |                            |          |
|       | O Cordia New                     | สวัสดี             |                            |                            | -        |
|       | O CordiaUPC                      | สวัสดี             |                            |                            |          |
|       | O Courier New<br>O DaunPenb      |                    |                            | ОК                         | Cancel   |
|       | o David                          | אבגד הוו -         |                            |                            |          |

Once this has been done – you are ready to import the downloaded template from the ABMS and make the adjustments to personalise it to yourself. Simply copy the template from the downloaded document and paste into the content field (as illustrated).

| Signatures and Stationery  | ? <mark>x</mark> |
|--|------------------|
| E-mail Signature Personal Stationery   |                  |
| Select signature to edit       Choose default signature         Auditel       E-mail account:       Tony.Edwards@auditel.co.uk         New messages:       (none)         Replies/forwards:       (none) | •<br>•           |
| Edit signature  Corbel III B <i>I</i> Automatic E  E  E  E  E  E  E  E  E  E  E  E  E  |                  |
| CK OK  | Cancel           |

As you will see – the template is not specific to any person – so you will now overwrite these placeholders with your own name, address, contact details etc.

Please note that you can also include an Auditel Logo as well as links to your Microsite, LinkedIn and Twitter accounts should you wish (Logos are available from the ABMS – Resource Centre -> Marketing-> Brand – as well as on the new starter memory stick (Sept 15 onwards)).

If you are trading as a limited company you will need to ensure that your company details and company number all feature within the disclaimer at the bottom of the template.

| Signatures and Stationery   | ? X    |
|---|--------|
| E-mail Signature Personal Stationery  |        |
| Sele <u>c</u> t signature to edit Choose default signature  |        |
| Auditel Tony.Edwards@auditel.co.uk New messages: Replies/forwards: (none)   | •<br>• |
| Delete     New     Save     Rename       Edit_signature     Corbel     ▼     11     ■     B     I     I     Automatic     ▼     ■     ■     B     B     I     I     ■     Automatic     ▼     ■     ■     B     B     I     I     ■     Automatic     ▼     ■     ■     B     B     I     I     ■     Automatic     ■     ■     ■     B     I     I     ■     I     ■     I     ■     I     ■     I     ■     I     ■     < |        |
| FirstName Surname   |        |
| Address 2<br>Address 3  |        |
| Address 4<br>Postcode   |        |
| Telephone<br>Eax  | *      |
| ОК  | Cancel |

You also have the option to attach a Business Card to your signature. Simply click on Business Card and select your name from the list and click OK.

A business card contains name, address information and contact details. If you receive an email with a business card attachment you are able to save it within your Outlook contacts simply by opening the message, double clicking on the attachment to open it and then clicking Save & Close. The information within the business card is then saved to your contacts.

Finally you will need to ensure that you have selected your Auditel signature for insertion to New Messages and then click OK to save.

| Signatures and Stat    | ionery              |                  | Change for un              | ting for successive on a  | ? ×                                    |
|------------------------|---------------------|------------------|----------------------------|---------------------------|--|
| E-mail Signature       | Personal Stationery |                  |                            |                           |  |
| Select signature to    | edit                |                  | Choose default signa       | ture                      |  |
| Auditel                |                     | *                | E-mail <u>a</u> ccount: T  | ony.Edwards@auditel.co.uk | •                                      |
|                        |                     |                  | New messages:              | Auditel                   | ······································ |
|                        |                     | -                | Replies/ <u>f</u> orwards: | (none)                    | •                                      |
| Delete                 | New Sav             | e <u>R</u> ename |                            |                           |  |
| Edi <u>t</u> signature |                     |                  |                            |                           |  |
| Corbel                 | ▼ 11 ▼ B I          | U Automatic      |                            | 🗕 Business Card 🛛 🔏       | 2                                      |
| FirstName S            | urname              |                  |                            |                           |  |
| Address 1              |                     |                  |                            |                           |  |
| Address 2              |                     |                  |                            |                           |  |
| Address 3              |                     |                  |                            |                           |  |
| Address 4              |                     |                  |                            |                           |  |
| , osteode              |                     |                  |                            |                           |  |
| Telephone              |                     |                  |                            |                           |  |
| Eax                    |                     |                  |                            |                           |  |
|                        |                     |                  |                            | OK                        | Cancel                                 |

Now when a new email message is composed within Outlook it will show your new signature, and your business card attached (if you wish).

| To   |
|--|
| Send Cc  |
| Subject:   |
| Kindest Regards  |
| Tony Edwards<br>ABMS Administrator   |
| ince 1994  |
| Auditel (UK) Ltd<br>St Paul's Gate<br>Cross Street<br>Winchester<br>Hants<br>SO23 85Z  |
| Tel: 01962 893061  |
| www.auditel.co.uk  |
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## How to create a signature for replies and forwards

Should you decide you can use the same signature for both new emails and replies or forwards, though some people will prefer to have a simpler version for when they reply or forward an email on.

To do this firstly copy the signature that you wish to simplify (quickest and easiest way to do this is from an existing email that has your signature included).

Then go back into the options menu (File -> Options)



From here you need to go back into the signature creation platform by clicking on the Mail option on the left and the Signatures button on the right.

| Outlook Options         | · · · · · · · · · · · · · · · · · · ·   | ×     |
|-------------------------|---|-------|
| General<br>Mail         | Change the settings for messages you create and receive.  |       |
| Calendar                | Compose messages  |       |
| Contacts                | Change the editing settings for messages.   | . =   |
| Notes and Journal       | ABC Always check spelling before sending Spelling and Autocorrect.  | -     |
| Mobile                  | Ignore original message text in reply or forward  |       |
| Language                | Create or modify signatures for messages.   |       |
| Customize Ribbon        | Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and Eonts  |       |
| Quick Access Toolbar    | Outlook panes   |       |
| Add-Ins<br>Trust Center | Customize how items are marked as read when using the Reading Pane.  Reading Pane.  |       |
|                         | Message arrival   |       |
|                         | When new messages arrive:         Image: Play a sound         Image: Play |       |
|                         | Display a Desktop Alert           Enable preview for Rights Protected messages (May impact performance)   |       |
|                         | Conversation Clean Up   |       |
|                         | Cleaned-up items will go to this folder:  | -     |
|                         | OK  | ancel |

Ensure that the email signature tab is open and click 'New'. The name for this signature again is purely up to you – for this example we have used AuditelRepliesForwards, and then click OK.

| -mail Signature  | Personal Stationery |  |   |
|--|---------------------|--|---|
| ele <u>c</u> t signature   | to edit             | Choose default signature   |   |
| Auditel  |                     | E-mail account: Tony.Edwards@auditel.co.uk   | - |
|  |                     | New messages: Auditel  | • |
|  |                     | Replies/ <u>f</u> orwards: (none)  | - |
| di <u>t</u> signature<br>Corbel<br>Kindest Re<br>Tony Edwa<br>ABMS Adm | gards<br>inistrator | Type a name for this signature:       AuditelRepliesForwards       OK       Cancel | * |
| <b>(</b> )   | audit               | since 1994   | - |

Paste the copied signature into the content field and remove all information with the exception of your name, a contact number and the disclaimer.

Again please ensure that you have your font set to Corbel (size 11pt).

| Signatures and Stationery   | 5 ×   |  |  |  |
|---|---|--|--|--|
| E-mail Signature Personal Stationery  |   |  |  |  |
| Select signature to edit  | Choose default signature  |  |  |  |
| Auditel<br>AuditelRepliesForwards   | E-mail account: Tony.Edwards@auditel.co.uk New messages: Auditel Replies/forwards: (none) |  |  |  |
| Delete     New     Save     Rename       Edit signature     Corbel     ▼     11     ■     B     I     I       Windest Regards     Image: Save     Image: Save     Image: Save     Image: Save     Image: Save   |   |  |  |  |
| Tony Edwards<br>Tel: 01962 893061   |   |  |  |  |
| This e-mail message and any attachments are confidential and Auditel (UK) Limited reserves all rights of privilege in respect thereof. The message is intended for the use of only the addressee(s) and if you are not the intended recipient, any use, disclosure or copying of this message is unauthorised. Any opinions expressed in this e-mail by the author are not necessarily those of the company. Auditel (UK) Limited Registered Office: St Paul's Gate. Cross Street. Winchester. SQ22.857 Registered in |   |  |  |  |
| ·   | OK Cancel   |  |  |  |

The final thing to do is make sure that this simpler signature is selected for use in replies and forwards by selecting the template (as shown below).

| Signatures and Stationery                        | 5 ×  |
|--|--|
| E-mail Signature Personal Stationery             |  |
| Sele <u>c</u> t signature to edit                | Choose default signature                                 |
| Auditel  | E-mail account: Tony.Edwards@auditel.co.uk               |
| Additeirtepriesi orwards                         | New messages: Auditel                                    |
|  | Replies/forwards:  |
| Delete New Save Renar                            | ne   |
| Edi <u>t</u> signature                           |  |
| Corbel • 11 • B I U                              | 📰 🗐 🗐 🗐 🖳 🖳 🖳 🖳 🖳 🔛 Business Card                        |
| Kindest Regards                                  |  |
| Tony Edwards                                     |  |
| Tel: 01962 893061                                |  |
|  |  |
| This e-mail message and any attachments are co   | onfidential and Auditel (UK) Limited reserves all rights |
| vou are not the intended recipient, any use, dis | closure or copying of this message is unauthorised.      |
| Any opinions expressed in this e-mail by the au  | thor are not necessarily those of the company. Auditel   |
| (LIK) Limited Registered Office: St Paul's Gate. | Cross Street Winchester 5022 857 Registered in           |
|  | OK Cancel  |

Should you have an further questions or queries, please contact Tony Edwards in the Winchester Office by calling (01962) 893061 or by emailing <u>tony.edwards@auditel.co.uk</u>