



# Outlook Express E-mail Signature Set-Up Guide



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- On the Outlook Express **Tools** menu, click **Options**, and then click the **Signatures** tab.
- Click the **New** button as shown below.
- Paste this signature template in the text box:

First & Last Name

Title

BOY SCOUTS OF AMERICA

Council/Department/Team/Location Name

Address Line 1

Address Line 2

City, State Zip

Phone/Fax

Email

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- Update this signature template with your information.
- Check Add signatures to all outgoing messages.
- When you're finished, click **OK**.  
Now every e-mail message you start will have this signature.
- **Please note that you will not be able to use colored text or graphics with using Outlook Express.**



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