CARA MEMBUAT SIGNATURE

Microsoft Outlook Versi 2003

1. Klik Menu Tools

🗿 CTS - Microsoft Outlook				
: File Edit Yiew Go Tools ,	ctions <u>H</u> elp			Type a question for help 🔹
🗿 New 🗸 🛃 🎦 🗙 Rep	y 🖧 Reply to All 👌 For <u>w</u> ard 📲 Send(Receive 🔹	🎒 Find 🔌 🔝 Type a contact to find 💿 👔		
🗧 Snagit 🛃 🛛 Window	• ;			
Mail	Look for:	▼ Search In ▼ CTS	Find Now Clear	Options * X

2. Setelah itu klik Option



3. Maka akan muncul tampilan sebagai berikut, lalu klik Signature

Options	?	×		
Preference	es Mail Setup Mail Format Spelling Security Other	_		
Message	format Choose a format for outgoing mail and change advanced settings. Compose in this message format:			
	 ✓ Use Microsoft Office Word 2003 to edit e-mail messages ☐ Use Microsoft Office Word 2003 to read Rich Text e-mail messages 			
Stationer	ry and Fonts			
AC	Use stationery to change your default font and style, change colors, and add backgrounds to your messages.			
	Use this stationery by default:			
Signaturi	Fonts Stationery Picker			
	Select signatures for account: mails.rpxholding.com			
	Signature for new messages: <a>			
	Signature for replies and forwards: < <u>None></u>			
	Signatures			
	OK Cancel Apply			

4. Setelah itu Klik Tombol New

Create Signature
Signature:
Edit
Remove
New
Preview:
Unable to preview selected signature, or no signature selected.
OK Cancel

5. Ketik atau isi pada field Signature Text

Edit Signature - [Unises Marvita Totimage (VITA)] 🛛 🛛 🔀
Signature text This text will be included in outgoing mail messages:
Unises Marvita Totimage (VITA) ITD - Customer Technology and Support PT. Repex Wahana RPX Center, 7th Floor Jl. Ciputat Raya No. 99
Font Paragraph Clear Advanced Edit
vCard options Image: Attach this business card (vCard) to this signature: New vCard from Contact
OK Cancel

6. lalu Klik Advanced Edit

Edit Signature - [Unises Marvita Totimage (VITA)]	×
Signature text This text will be included in outgoing mail messages:	
Unises Marvita Totimage (VITA) ITD - Customer Technology and Support PT. Repex Wahana RPX Center, 7th Floor J. Ciputat Raya No. 99	ļ
Font Paragraph Clear Advanced Edit	
vCard options	
Vmm Attach this business card (VCard) to this signature: <none></none>	
New vCard from Contact	
OK Cancel	

7. Klik tombol Yes untuk melanjutkan proses



8. Klik tombol Insert

🔮 Unises Marvita Totimage (VITA).htm - Microsoft Word	- • X
: Ele Edit Yew Insert Format Iools Table Window Help	Type a question for help 🔽 🗙
🖸 🚰 🚽 🔓 🕼 🖓 🖏 🕺 🖹 🕵 🏈 🔊 • 🔍 - 🧕 🐙 🗃 🗟 🗰 🦓 🖓 🔹 🖉 🔢 🖓 😡 🖓 😨 🖬 🖓 🖓 🖤	≣ ⊞• <mark>⁰</mark> • <u>A</u> • ;
8	· · i · · · · ii · · · · i <mark>v</mark> 🗸
Unkes Marvita Tatimaae (VITA)	
ITD - Customer Technology and Support	
PT. Repex Wahang PDX Center, 7th Book	
L Ciautat Raya No. 99	
Jakarta Selatan 12310	

9. Klik tombol Picture



10. Klik tombol From File, untuk mencari atau mengambil gambar atau tanda tangan yang akan digunakan dalam Signature



11. Setelah data gambar diambil maka akan kembali ke display Create Signature, seperti dibawah ini, lalu Klik OK



12. Tampilan akan kembali ke menu utama, lalu Klik OK, maka proses pembuatan Signature telah selesai.

Options	? 🔀			
Preferenc	es Mail Setup Mail Format Spelling Security Other			
Message	Ssage format Choose a format for outgoing mail and change advanced settings. Compose in this message format:			
	✓ Use Microsoft Office Word 2003 to edit e-mail messages Use Microsoft Office Word 2003 to read Rich Text e-mail messages			
100000	Internet Format International Options			
Statione	ry and Fonts			
AC	Use stationery to change your default font and style, change colors, and add backgrounds to your messages.			
	Use this stationery by default: <a>None>			
	Fonts Stationery Picker			
Signatur	es			
	Select signatures for account: mails.rpxholding.com			
	Signature for new messages: Unises Marvita Totima; 💌			
	Signature for replies and forwards: Unises Marvita Totimaç 💌			
	Signatures			
	OK Cancel Apply			

Microsoft Outlook Versi 2007

Dari menu pilih Options – Mail Format – Signature

Options	? ×
Preference	es Mail Setup Mail Format Spelling Other
Message	format
	Choose a format for outgoing mail and change advanced settings. Compose in this message format:
	International Options
HTML for	mat ————
	Reduce the file size of the message by removing formatting information that is not necessary to display the e-mail message
	Rely on <u>C</u> SS for font formatting
	Save smart tags in e-mail
Stationer	y and Fonts
AC	Use stationery to change your default font and style, change colors, and add backgrounds to your messages.
	Stationery and Fonts
Signature	95
	Create and edit signatures for outgoing messages, replies and forwards.
	Signatures
Editor op	tions
	Change the editing settings for e-mail messages,
	Editor Options
	OK Cancel Apply

Di jendela **Signatures and Stationary** – buat baru signature dengan mengklik **New** Lakukan editing. Untuk menambahkan logo Hari Pelanggan klik logo Picture di bagian tengah kanan

Signatures and Stationery	8 ×			
E-mail Signature Personal Stationery				
Select signature to edit	Choose default signature			
HSB RPX Hari Pelanggan	E-mail account: RPX			
	New messages: HSB RPX Hari Pelanggan			
	Replies/ <u>f</u> orwards: HSB RPX Hari Pelanggan			
Delete New Save Rename				
Calibri (Body) 💌 11 💌 B I 🗓 Automati	c 💌 🗐 🗃 📱 🖳 Business Card 📓 📚			
Hasto S. Baskoro				
Senior Manager	Picture			
www.rpxholding.com				
RX	Senvum			
Domestie	Pelanggan Indonesia			
	"Senyum Pelanggan Senyumku Juga" 🗸 🗸			
	OK Cancel			

Pilih file yang telah di save dari lokasi folder kemudian klik insert.

S Insert Picture				X
🖉 🖓 🖉 🕌 🖉 🖉	:) ► Documents ► R	PX PDA 🔫	49 Search RPX PD/	4 <u>P</u>
Organize 👻 New folde	r			• 🗉 🔞
😡 Microsoft Office Outle	👥 🎿	👥 🖛	👥 🖃	👥 🚁
🔆 Favorites	Airlines.gif	Clearence.gif	Domestic.gif	Freight.gif
📷 Libraries	Hari Pelanggan Moving &	Hari Pelanggan Warehouse.gif		
🔣 Homegroup	Packing.gr			
)툦 Computer				
🗣 Network				
File na	me:		▼ All Pictures (*.em	if;".wmf;".jpg;" 🔻
		Toojs	- Ingert -	Cancel

Pilih Choose Default Signature, buat agar New dan Reply/Forward menggunakan Signature yang telah dibuat.

Setelah itu klik OK untuk merekam semua hal yang sudah dilakukan. Kembali ke menu utama dan siap untuk digunakan baik untuk membuat email baru dan reply / forward, signature footer automatis tercantum logo Hari Pelanggan