
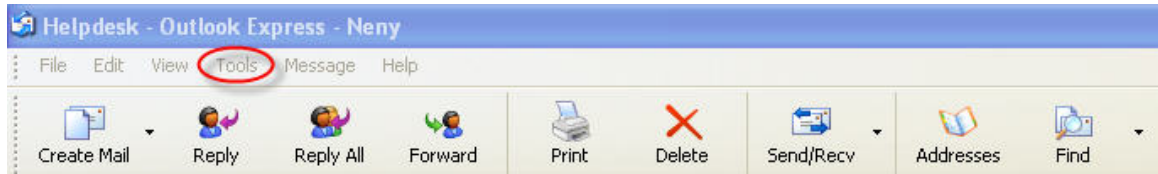
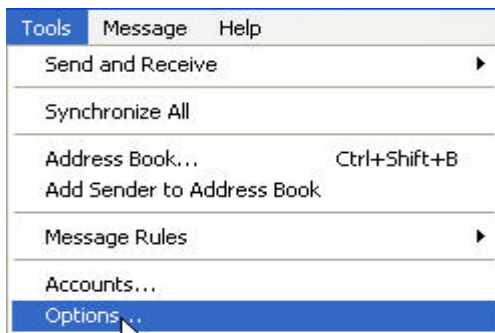


## MEMBUAT STATIONERY & SIGNATURE DI OUTLOOK EXPRESS

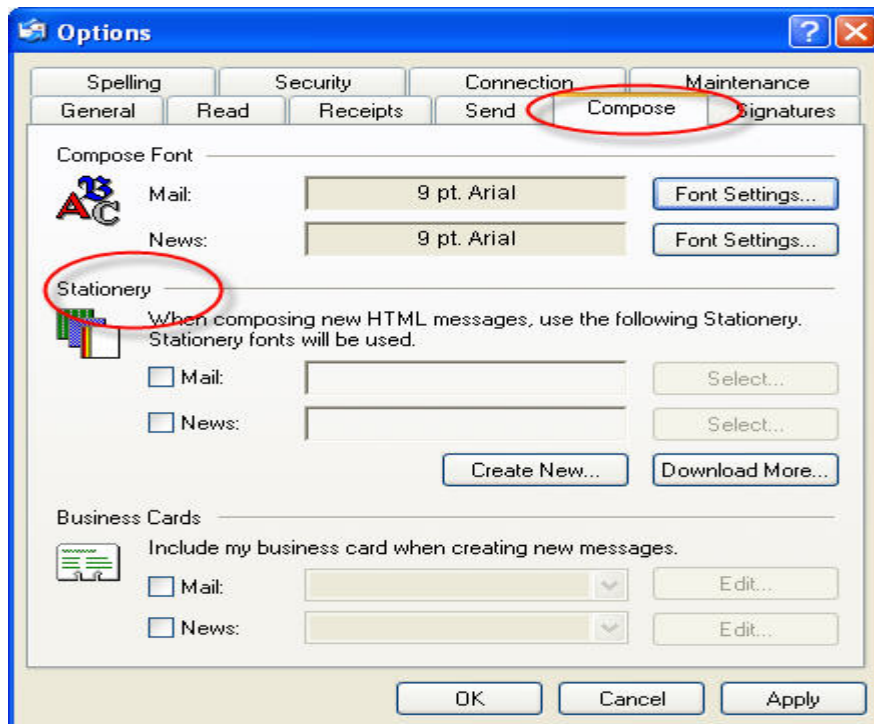
1. Buka Program Outlook Express atau klik  di desktop
2. Klik Tools seperti tampilan dibawah ini :

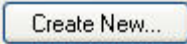


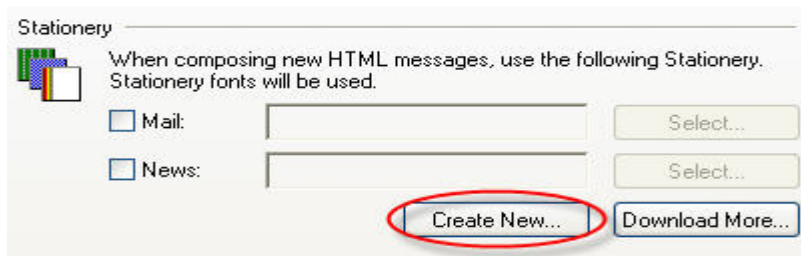
3. Pilih menu Options



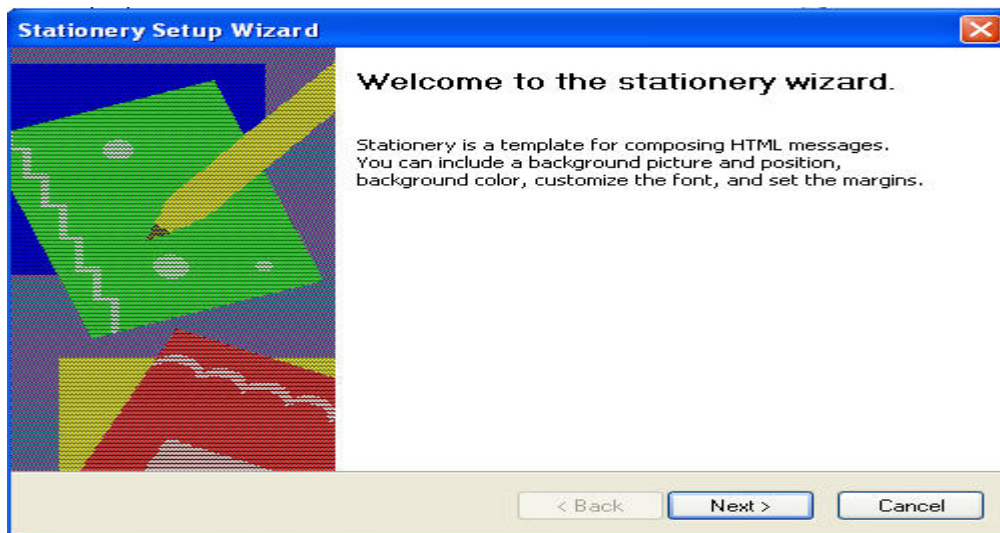
4. Pilih menu Compose

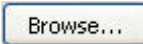


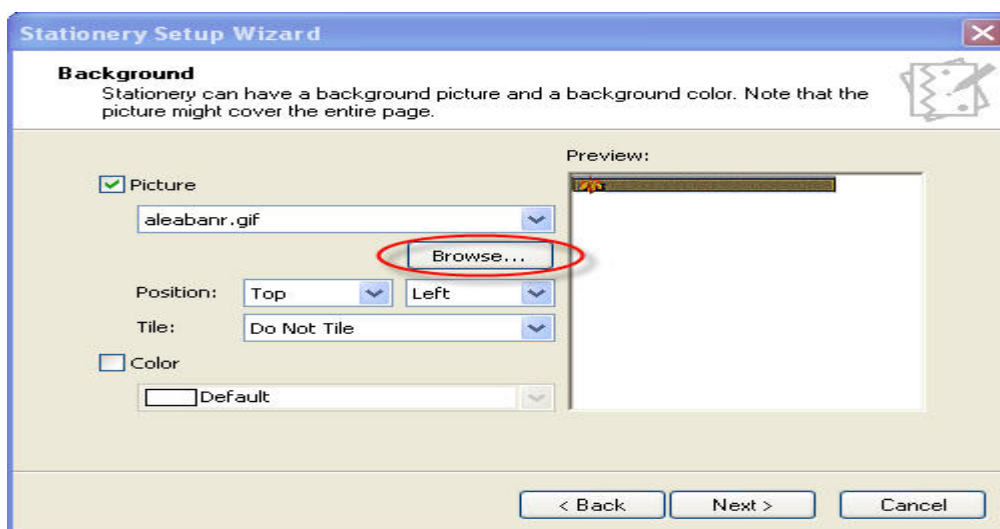
5. Klik 



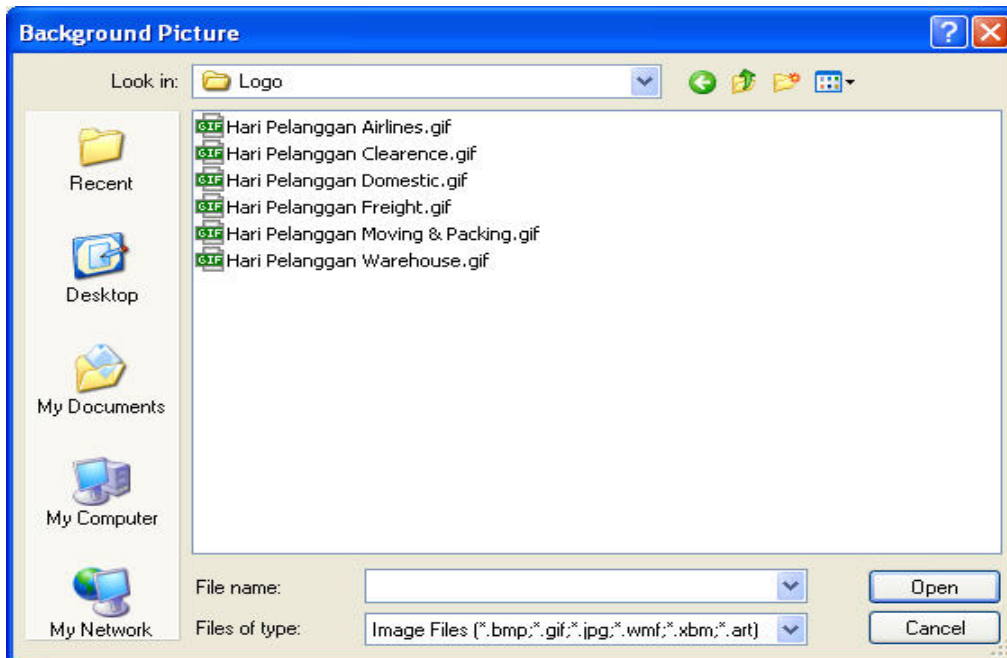
6. Muncul tampilan menu Stationery Wizard , klik 



7. Muncul Menu Stationery Wizard – Background , klik 



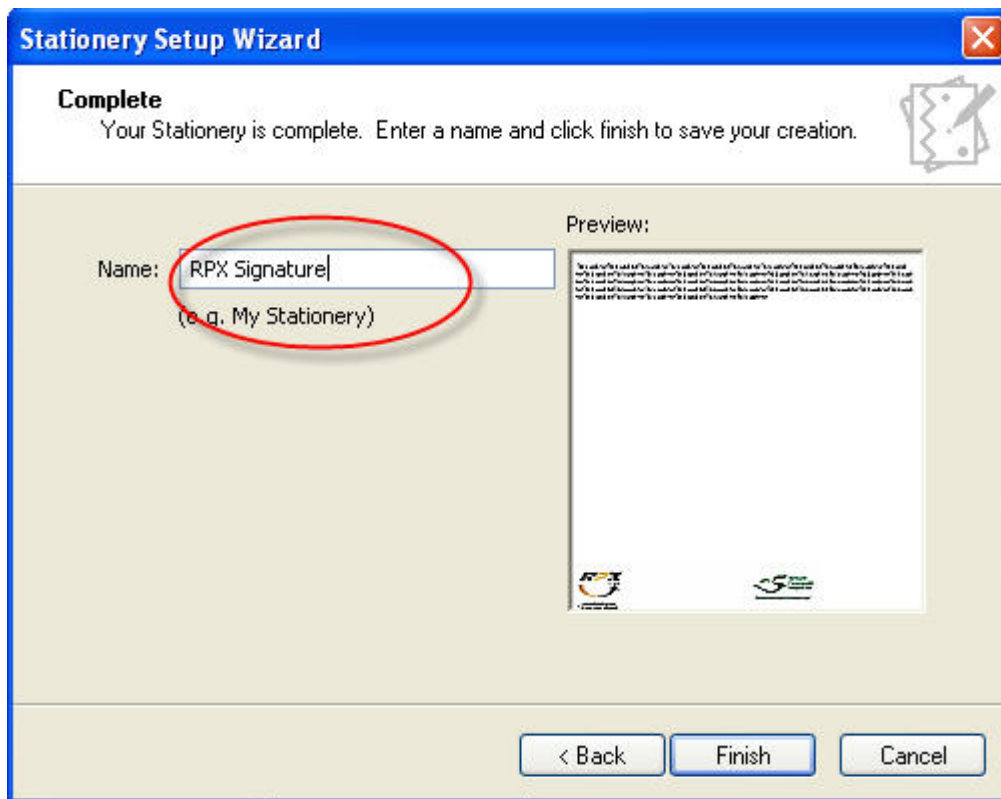
- Pilih Background picture dari file Hari Pelanggan yang sudah di save di computer anda



Kemudian akan muncul tampilan seperti contoh ini




9. Klik  sampai muncul **complete** , ketik nama stationery - Finish

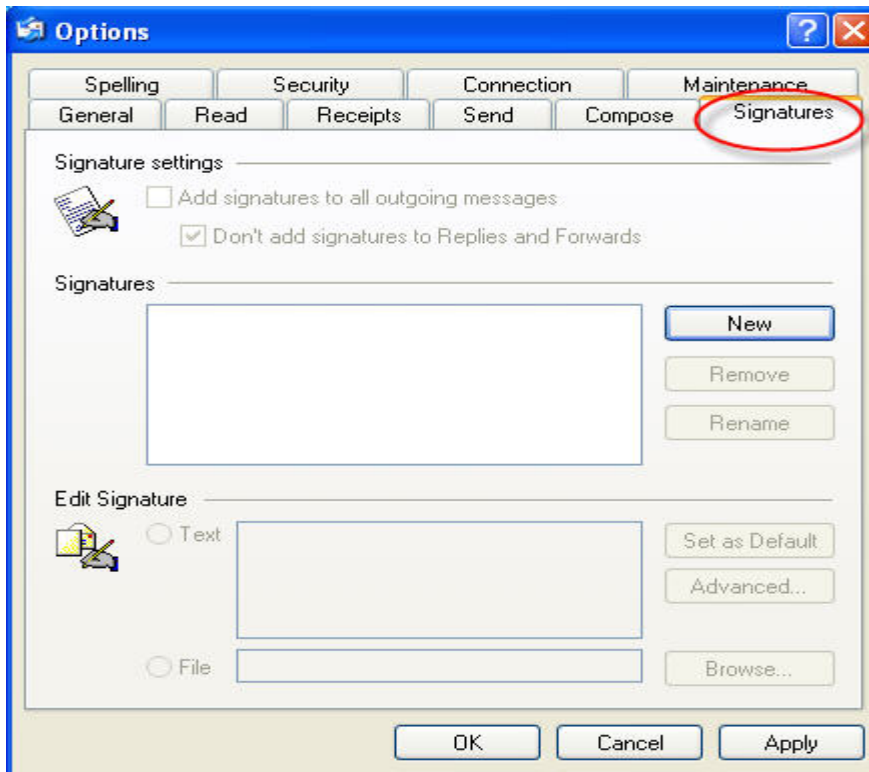


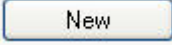
10. Kembali ke menu Compose – Stationery

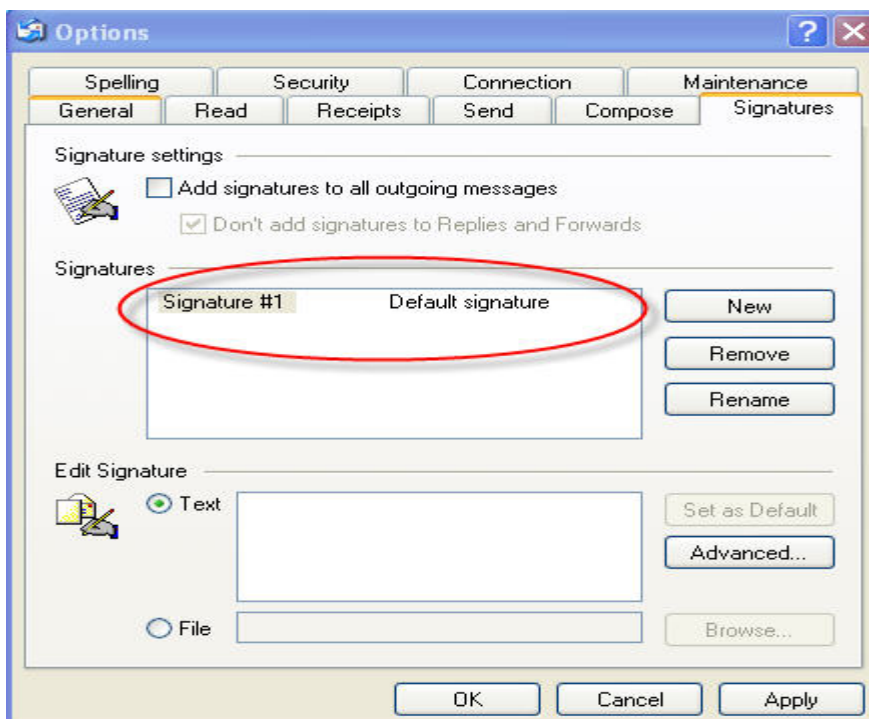
Seting menu stationery dengan menggunakan  dan ubah setingannya agar menjadi seperti ini



11. Klik  , kemudian klik menu Signatures



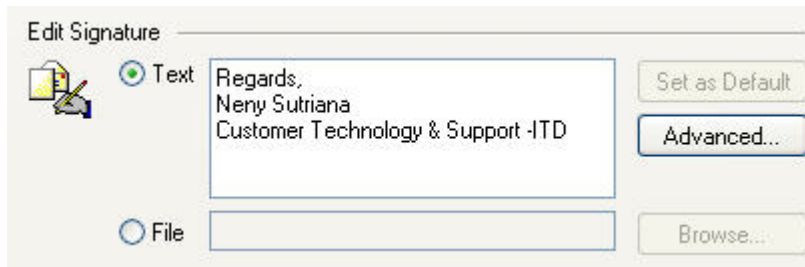
12. Klik  , akan muncul nama signaturnya contoh :Signature #1



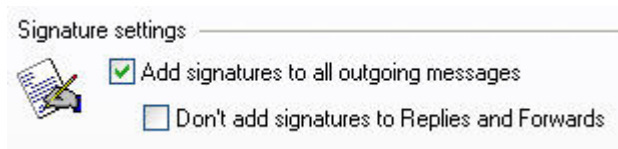
13. Ketik di bagian Edit Signature –Text



Menjadi seperti contoh berikut ini



14. Seting bagian menu Signature Settings seperti dibawah ini



15. Klik Apply dan OK

Selamat Mencoba 😊