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

Tools	Message	Help		
Send	d and Receiv	/e		۲
Sync	hronize All			
Addi	ress Book		Ctrl+Shift+B	i.
Add	Sender to A	ddress B	ook	
Mes:	sage Rules			•
Acco	ounts			
Opti	ons _N			

4. Pilih menu Compose

Spelling	Security	Connectio	n	Maintenance
General Read	Receipts	Send 🤇	Compose	Signature
Compose Font	11. 110			
A Mail:	91	ot. Arial		Font Settings
News:	9 ;	ot. Arial		Font Settings
Stationery				
When comp Stationery fr	oosing new HTML n onts will be used.	nessages, us	e the followir	ng Stationery.
Mail:				Select
Mail:				Select Select
Mail:		Create Ne	ew)	Select Select
Mail:		Create Ne	:w D	Select Select ownload More
Business Cards	business card when	Create Ne	w D	Select Select ownload More
Business Cards	business card when	Create Ne	w D	Select Select ownload More Edit

Station	iery	
II -	When composing new HTML mess Stationery fonts will be used.	ages, use the following Stationery.
	🗖 Mail:	Select
	News:	Select

6. Muncul tampilan menu Stationery Wizard , klik

Stationery Setup Wizard	
	Welcome to the stationery wizard.
	Stationery is a template for composing HTML messages. You can include a background picture and position, background color, customize the font, and set the margins.
	K Back Next > Cancel

Next >

7. Muncul Menu Stationery Wizard – Background , klik

		Preview	
Picture		190	1
aleabanr	.gif	~	
	Brow	NSP	
D			
Posicion:		<u> </u>	
Tile:	Do Not Tile	~	
Color			
De	fault	~	

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

Background Pie	cture	? 🔀
Look in:	🔁 Logo 🕑 🔗 📂 🛄•	
D Recent	e Hari Pelanggan Airlines.gif 國 Hari Pelanggan Clearence.gif 國 Hari Pelanggan Domestic.gif 國 Hari Pelanggan Freight.gif	
Desktop	ब्व्यिHari Pelanggan Moving & Packing.gif ब्व्यिHari Pelanggan Warehouse.gif	
My Documents		
My Computer		
	File name:	Open
My Network	Files of type: Image Files (*.bmp;*.gif;*.jpg;*.wmf;*.xbm;*.art)	Cancel

Kemudian akan muncul tampilan seperti contoh ini

Stationery Setup Wi	izard			
Background Stationery can ha picture might cov	ave a background pictu ver the entire page.	re and a backgrou	ind color. Note that the	
V Dichure		Preview:	8	_
Hari Pelango	jan Airlines.gif	~		
Position: B	iottom 🖌 Left	se		
Tile: D	o Not Tile	~		
Color				
Defaul	lt		<u>S</u>	
		< Back	Next >	Cancel

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

Stationery Setup Wizard	
Complete Your Stationery is complete. Enter a name and	click finish to save your creation.
Name: RPX Signature (e.g. My Stationery)	Preview:
	<u> </u>
	< Back Finish Cancel

10. Kembali ke menu Compose – Stationery

h	When composing Stationery fonts w	new HTML messages, use the fo ill be used.	llowing Stationery.
	🗹 Mail: 🛛 🗍	RPX Signature	Select
	News:	RPX Signature	Select
		Create New	Download More.

11. Klik Apply, kemudian klik menu Signatures

Spelling	Security	Connection	n Maintena	nce
General Rea	ad Receipts	Send	Compose Sign	ature
Signature settings				~
🔂 🗌 Add s	ignatures to all outg	ioing messages		
	on't add signatures I	to Replies and F	orwards	
Signatures				
			New	
			Remov	/e
			Renam	ne.
dit Signature —				
Text			Set as De	efault
- <u>e</u>			Advance	d.
	<u></u>			
O File			Plowse	95

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

opening	Security	Connection	м	aintenance
General Rea	ad Receipts	Send	Compose	Signatures
Signature settings				
Add s	ignatures to all outgo	ng messages		
	on't add signatures to	Replies and Fo	orwards	
Rignatures			200100000	
Signatures	ure #1 Defa	ult signature		Maur
(signals				New
				-
				Remove
				Rename
				Remove Rename
Edit Signature				Rename
Edit Signature —				Rename
Edit Signature — Text				Rename
Edit Signature — Text				Rename Rename et as Default advanced
Edit Signature — Text				Rename Rename et as Default

13. Ketik di bagian Edit Signature – Text

Text	Set as Default
	Advanced
	Browse

Menjadi seperti contoh berikut ini

<u>R</u>	💽 Text	Regards, Nenu Sutriana	Set as Default
		Customer Technology & Support -ITD	Advanced
	🔿 File		Browse

14. Seting bagian menu Signature Settings seperti dibawah ini



15. Klik Apply dan OK

Selamat Mencoba 🙂