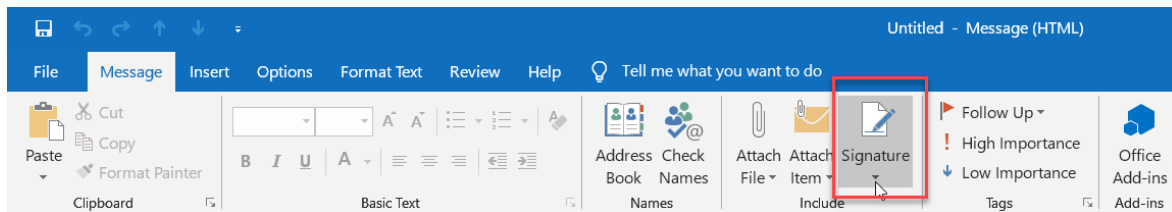


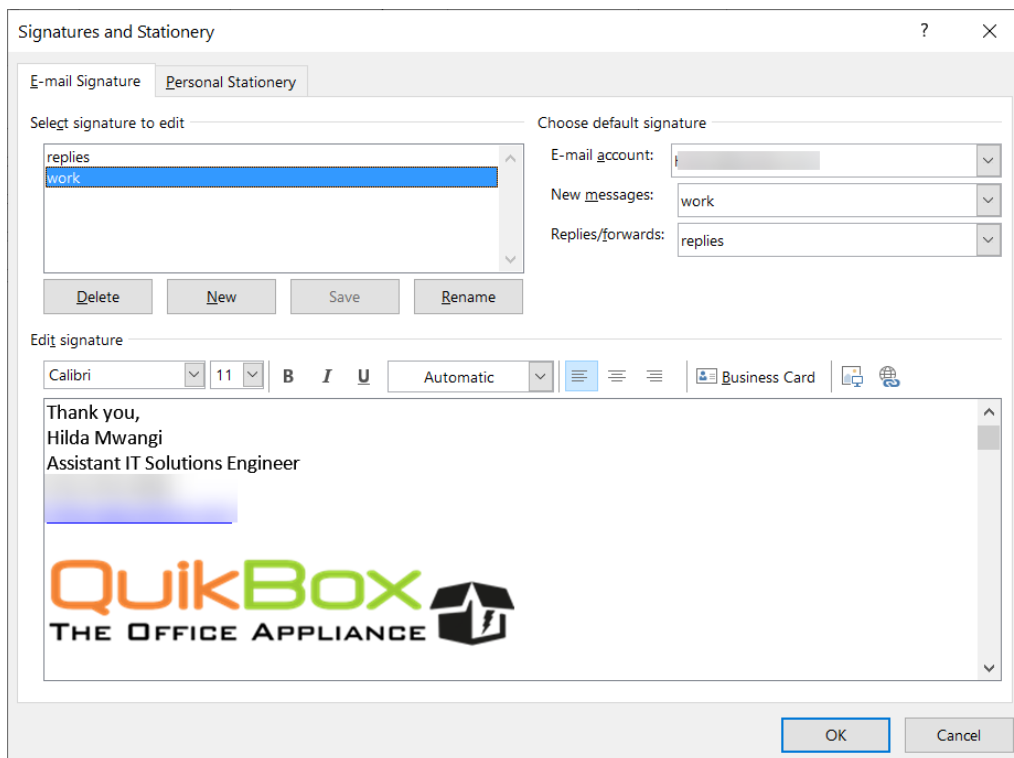
Adding an Outlook Email Signature

Important: If you have a Microsoft 365 account, and you use Outlook and Outlook on the web or Outlook on the web for business, you need to create a signature in both products. To create and use email signatures in Outlook on the web, see [Create and add an email signature in Outlook.com](#) or [Outlook on the web](#).

1. Open a new email message.
2. Select **Signature > Signatures** from the **Message** menu.
Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the Message menu and the Signature button might be in two different locations.



3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. If you want to create a more robust signature with bullets, tables, or borders, use Word to format your text, then copy and paste the signature into the **Edit signature**.



5. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

Choose default signature

E-mail account: 

New messages: 

Replies/forwards: 



If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the Replies/forwards drop-down, select one of your signatures. Otherwise, accept the default option of (none).

🕒Revision #6

★Created 24 November 2021 08:07:32 by Admin

✎Updated 4 December 2021 07:59:57 by Admin