



Creating a Signature for Outlook Email

An email signature is an automatic message that will appear at the bottom of an email message. You may choose to put your name, title, phone number, email address or any other information you would like to appear in a standard format at the bottom of every email you send.

1. Using the Outlook menu bar go to Tools.
2. Choose Options.
3. Choose Mail Format (the third tab).
4. Locate Signature at the bottom of this screen.
5. Click on Signature Picker.
6. Choose New.
7. Enter a name for your signature (typically your first and last name).
8. Click on Next.
9. Enter the text you would like to appear at the end of every email you send.
10. Click on Finish when your signature is complete.
11. Then click on OK in the Options Menu to complete it.
12. You can check to see that your signature is working properly by opening a new email message. Your signature should appear automatically at the bottom of your new email message.