

Outlook Signatures

What

When you send an email, your signature line will automatically be added. A signature line usually includes your name and contact information. But some people put in graphics, pictures, and inspirational quotes.

Where

In Outlook, click on the File menu in the upper left corner.

Click “Options” in the blue bar.

A windows pops up. There is a list on the left side. Click “mail”.

On the right side, click on the “Signatures” button.

Information

You can create several types of signatures, then switch between them.

1. The first step is to click on the “New” button and give this signature a name.
2. Next, enter the information that you want to appear at the end of your email.
3. Click the “Save” button.
4. On the right hand of the screen, under “New Message” or “Replies/Forwards”, select the signature you want to use.

