

How to create a new email signature

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



2. On the **E-mail Signature** tab, click **New**.
3. In the **New Signature** box, type a name for your signature.
4. Copy an appropriate signature from the email standards page below.
5. In the **Edit signature** box, paste the copied signature. Make appropriate changes to your name, title and contact information. Be sure to maintain the provided formatting.
6. To finish creating the signature, click **OK**.

Add a signature to messages

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

Insert a signature automatically

1. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



2. In the **New messages** list, select the signature that you want to include.
3. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, click **(none)**.
4. To finish creating the signature, click **OK**

Insert a signature manually

1. In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.

