Signature for Outlook Messages

Personalizing e-mail by creating your own "signature" is simple in Outlook. While e-mail signatures typically contain sender's name and basic contact information, they can also include clever quotations, marketing info, even photos or images.

1. Launch Outlook and, if necessary, select the Inbox.
2. Perform one of the following:

<table>
<thead>
<tr>
<th>Outlook 2010</th>
<th>Outlook 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Click the <strong>New E-mail</strong> button on the Ribbon.</td>
<td>a. Click <strong>Tools &gt; Options</strong> from the menu bar.</td>
</tr>
<tr>
<td>b. Click the <strong>Signature</strong> button on the Ribbon’s <strong>Message</strong> tab.</td>
<td><em>The Options dialog will appear.</em></td>
</tr>
<tr>
<td><em>A dropdown list will display.</em></td>
<td>b. Click the <strong>Mail Format</strong> tab.</td>
</tr>
<tr>
<td>c. Click <strong>Signatures…</strong></td>
<td>c. Click the <strong>Signatures</strong> button.</td>
</tr>
</tbody>
</table>

_The Signatures and Stationery dialog will display._
3. Click the **New** button.

4. Type a name for your signature and then click **OK**.
5. In the Signature text box, type the text you want to include in the signature. *You can also paste text to this box from another document.*
6. If desired, apply formatting to your text.

7. Click **Save**.

   *Optional: Repeat steps 3-7 to create additional signatures.*

8. Click **OK** and then click **OK**.
Once you've created a signature, you can manually insert a signature in a message by doing the following:

1. In the open message, click where you want to insert the signature in the message body.
2. On the **Insert** tab, click the **Signature** button.  
   *A dropdown list will appear.*
3. Click the desired signature from the list.  
   *If the signature that you want is not listed, click More, and in the Signature box, select the signature that you want to use.*