

# Old Dominion University

## Outlook Signature

### Create and add a signature to messages

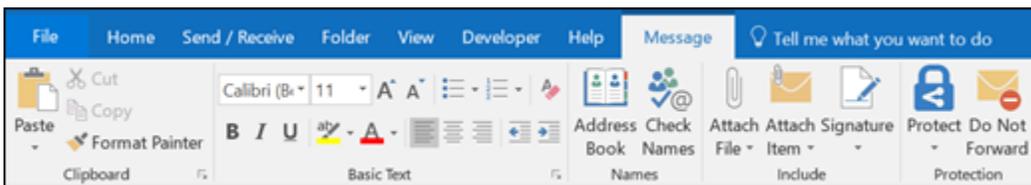
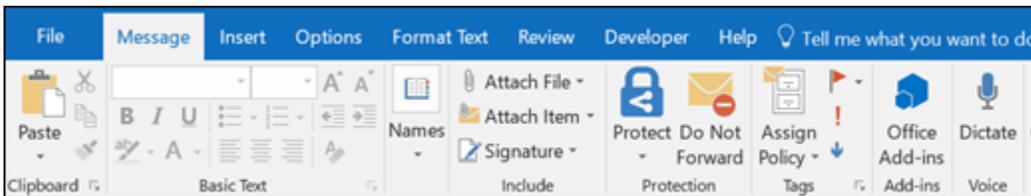
In Outlook, you can create one or more personalized signatures for your email messages. Your signature can include text, images, your electronic business card, a logo, or even an image of your handwritten signature. You can set up Outlook so that signatures are automatically added to all outgoing messages or create your signature and add it to messages on a case-by-case basis.

### Create your signature and choose when Outlook adds a signature to your messages

**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.

1. Open a new email message.
2. On the **Message** menu, select **Signature > Signatures**.

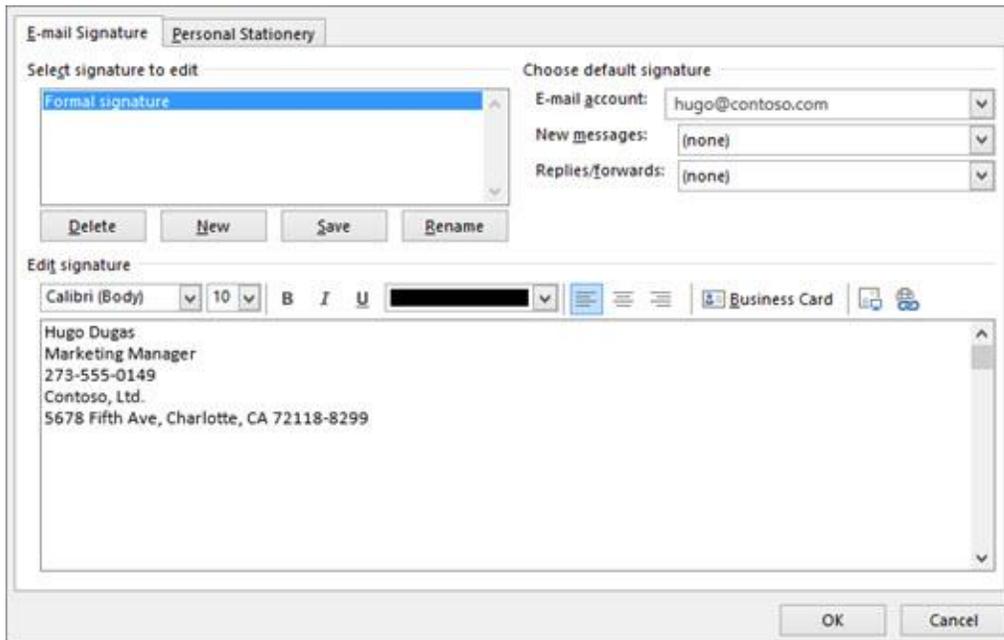
Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.



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.

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

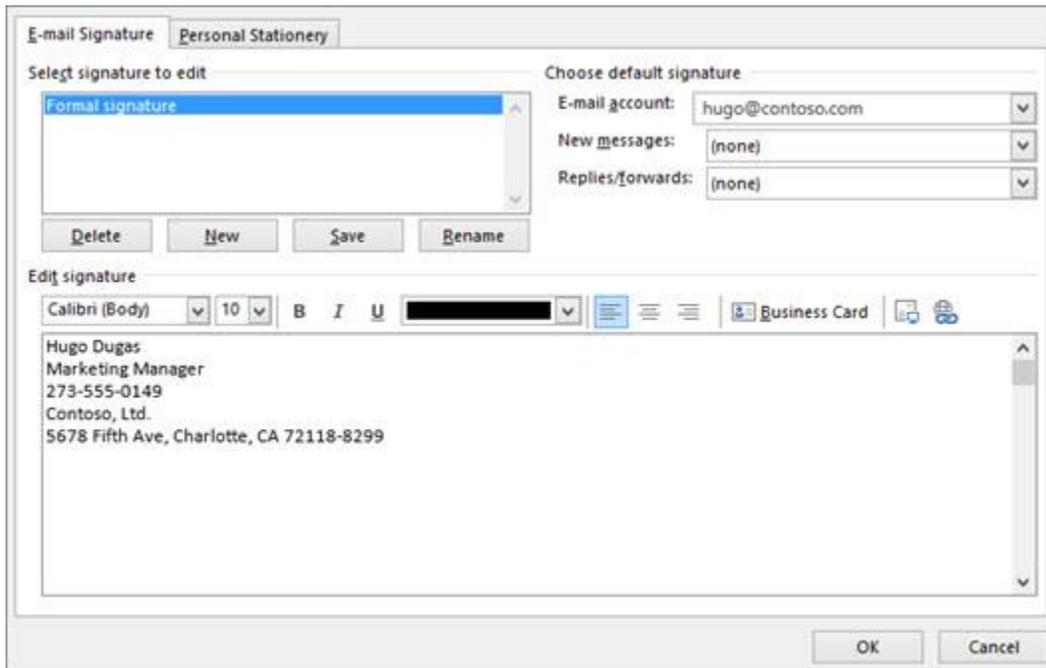
In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

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).

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6. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

### Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

1. In your email message, on the **Message** tab, select **Signature**.
2. Choose your signature from the fly-out menu that appears. If you have more than one signature, you can select any of the signatures you've created.