

ICT Helpsheet

How to Create Outlook Signatures



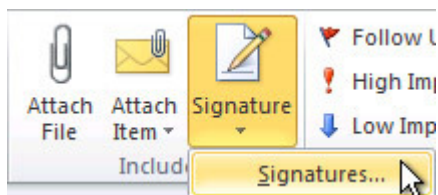
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In Outlook, you can create personalized signatures for your email messages. You can include text, images, your electronic business card, a logo, or even an image of your handwritten signature. You can set it up so that signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

Create a 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. Type a name for the signature, and then click **OK**.
4. In the **Edit signature** box, type the text that you want to include in the signature.
5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
6. To add elements besides text, click where you want the element to appear, and then do any of the following:

Options	How to
To add an electronic business card	Click Business Card , and then click a contact in the Filed As list. Then click OK
To add a hyperlink	Click Insert Hyperlink , type in the information or browse to a hyperlink, click to select it, and then click OK
To add a picture	Click Picture , browse to a picture, click to select it, and then click OK . Common image

Options	How to
	file formats for pictures include .bmp, .gif, .jpg, and .png.

7. To finish creating the signature, click **OK**.

Note: The signature that you just created or modified won't appear in the open message; it must be inserted into the message.

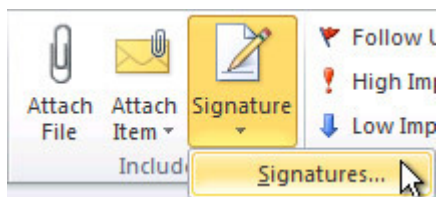
Add a signature to messages

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

Note: Each message can contain only one signature.

Insert a signature automatically

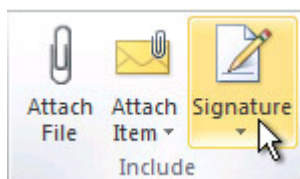
1. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



2. Under **Choose default signature**, in the **E-mail account** list, click an email account with which you want to associate the signature.
3. In the **New messages** list, select the signature that you want to include.
4. 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)**.

Insert a signature manually

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



Tip: To remove a signature from an open message, select the signature in the message body, and then press DELETE.