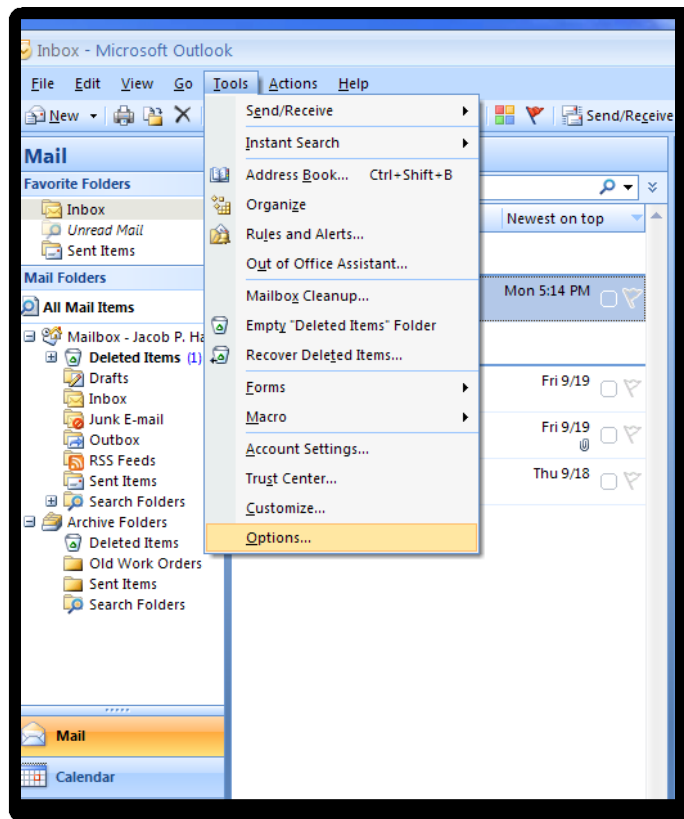
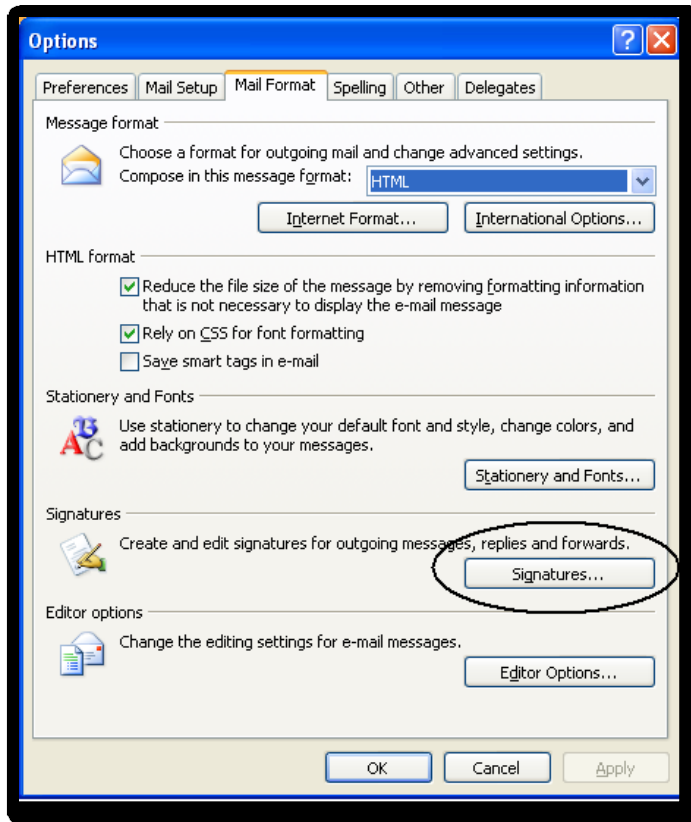


# How to Create a Signature in Outlook

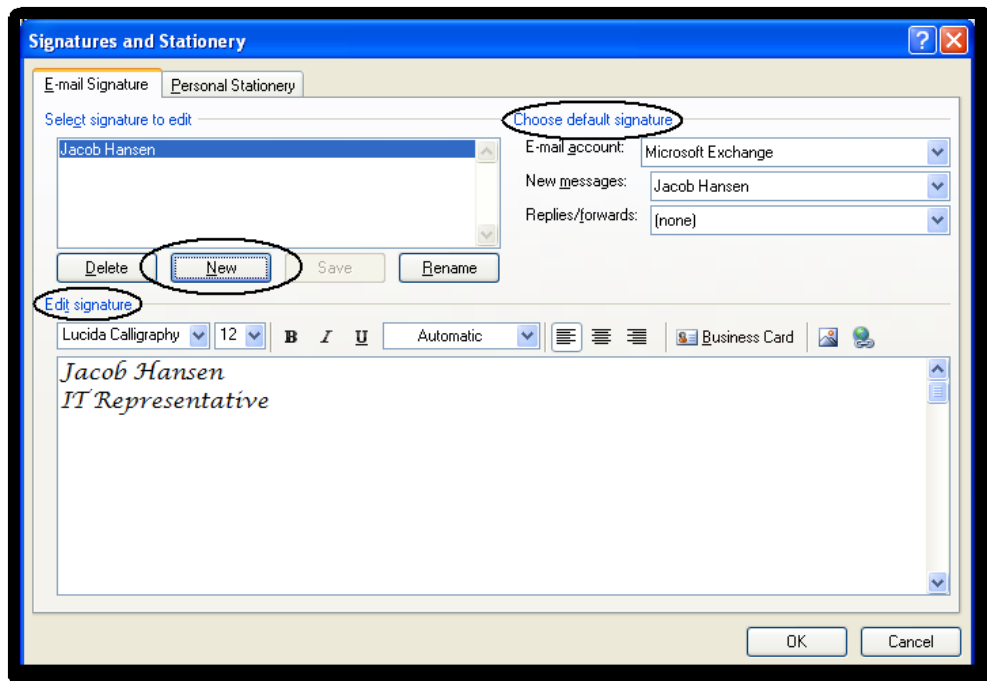
1. Open Outlook.
2. Click on “Tools” located at the top of Outlook.
3. In the “Tools” menu, click “Options.” The “Options” window should appear.



4. Located on the top of the options menu are several category tabs. Click on the “Mail Format” tab. You will find “Signatures...” located near the bottom of the window (second to last field.)



5. Click "Signatures..." the Signature window should appear.



6. Below the “Select signature to edit” field click on “New”. Type the name of your choice for this particular signature (i.e. Business Signature.)
7. In the “Edit signature” field, type your signature (Name, business address, etc.) You may also choose a different font type and size if you wish.
8. If this is the signature you will use for all your emails, you may choose this as your default. This will automatically type your signature on all emails you compose. In the “Choose default signature” choose the desired default signature for both “New messages” and “Replies/forwards.” If, however, you desire your signature on only one of the above options, keep the undesired field blank (i.e. “New Messages” (Business Signature), “Replies/forwards” (None)).
9. Click “OK” to create a Signature in Outlook.
10. If you create several signatures and wish to assign them at your own convenience,
  - a. Click the “Insert” tab at the top of a new message.
  - b. Click on the “Signature” Icon and choose the desired signature.

