

How to Create an Email Signature in Microsoft Outlook

These instructions apply to Outlook 2019 and Outlook for Microsoft 365

Your email signature in Outlook can include your name, title, social media links, other contact information and more.

This learning snippet explains how you can create a customized signature in Outlook and apply it to every email you send. To access separate Mobile instructions, **click here.**

You should have received an email from the sender "super_ad" with your new email signature. Select your entire signature, including the text and logos. Then copy your signature by hitting "CTRL + C."

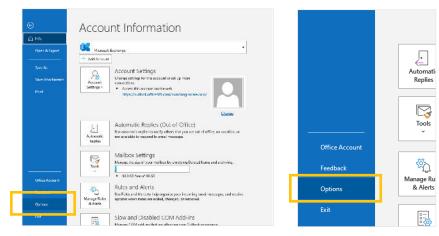
S s	super_ad	© 5 Reply 5 Reply All → Forward 👪 …
	To Sam Baker	Mon 9/25/2023 12:36 PM
Thank you f	for generating your new email signature! Please follow these signature set-up instructions to apply y	your new signature to Outlook. You will need to add your signature separately on your desktop and mobile
device - the	e instructions explain how. Reminder, if you need to make changes to your signature at any time, sin	mply resubmit the signature form. The signature form and set-up instructions are both also available on
brightonhps	s.com/belongatbrighton.	
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	Director, Operations Brighton Health Plan Solutions Office: 123.456.7890 Cell: 123.456.7891 Fax: 123.456.7892	

Note: email disclaimer is applied automatically when sending external emails

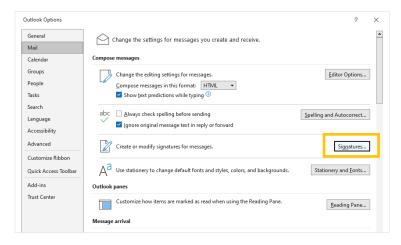
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) In Outlook, select **File** at the top of the screen. In the left rail at the bottom, select **Options**.



In the **Outlook Options** dialog box, select **Mail**. In the **Compose messages** section, select **Signatures**.



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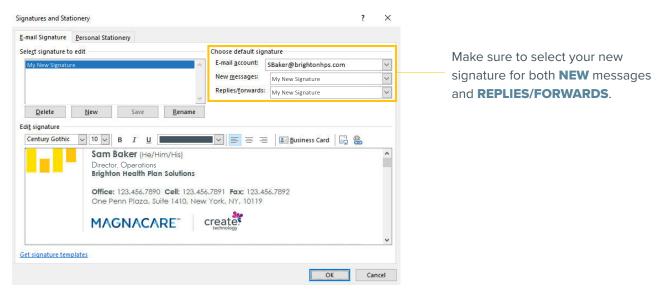
Open the Signatures and Stationery dialog box. If Outlook is set up with multiple email accounts, under Choose default signature, use the Email account dropdown menu to select the correct account. Under Select signature to edit, select New.

Mail	Change the settings for messages you create				
Mail					
Calendar	Compose messages				
Groups	Signatures and Stationery			7 X	
People	E-mail Signature Fersonal Stationery				
Tasks	Select signature to edit	Choose default signature			
Search	~	E-mail account:		~	
Language	Your signature(s) will appear here	New <u>m</u> essages: Replies/ <u>f</u> orwards:	New E-Mail Sig Plain No Cell (Brightoni v	
Accessibility			Reply E-Mail Sig No Cell (BHPS	a ~	
Advanced	Delete New Save Rename				
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Add-ins					
Trust Center					
	Get signature templates				

(5) In the **New Signature** dialog box, type a name for your new email signature. Select **OK**.

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Search				E-ma	Il account		~
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Accessbilly		New Signature	?	×	(forwards)	Reply 8-Mail Sog No Cell (BHPS)	>
Advanced	Deiste	Type a name for this	signature:				
Customize Ribbon	Edit signature	My New Signatur			1		
	Calibri		-			E gusiness Card 🔚 🖏	
Quick Access Tooll	Full Name	OK	Ca	ncel			•
Add-ins	Title				·		
Trust Center	Email						
							×
	Get signature templates						

In the **Signatures and Stationery** dialog box, in the **Edit Signature** field, paste your new signature from the email you just received by hitting "**CTRL + V**". Select **OK**.



In the **Outlook Options** dialog box, select **OK**. Now, each time you start a new email, the signature will automatically appear.

Repeat the process for replies and any other email accounts that you want to add a signature to.

Here are some examples of how your email signature should look. If your signature is not rendering correctly, or if you need help with spacing or formatting, please reach out to **creative@brightonhps.com**.





Please note: On some mobile devices the signature font may default to your system's font. They do appear correctly when viewed on desktop.

