

## 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.

 $(\mathbf{1})$ 

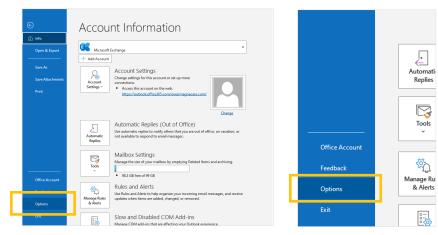
You should have received an email from the sender "**super\_ad**" with your new email signature. Select your entire signature, including the **text and logos**. Then copy your signature by hitting "**CTRL + C**."

S super To Sar	ad © €	← Reply ← Reply All → Forward Mon 9/25/2023 12:36 PM	
device the instr	nerating your new email signaturel Please follow these <u>signature set-up instructions</u> to apply your new signature to Outlook. You will need to add your su uctions explain how. Reminder, if you need to make changes to your signature at any time, simply resubmit the signature form. The signature form and /belongatbrighton.		
l.lª	Sam Baker (He/Him/His) Director, Operations Brighton Health Plan Solutions		It is mandator
	Office: 123.456.7890 Cell: 123.456.7891 Fax: 123.456.7892		to use <b>text</b>
	One Penn Plaza, Suite 1410, New York, NY, 10119		

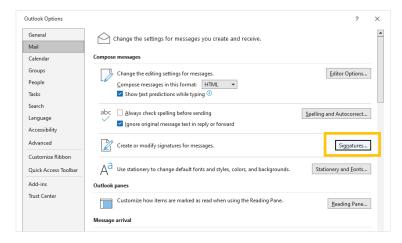
Note: email disclaimer is applied automatically when sending external emails

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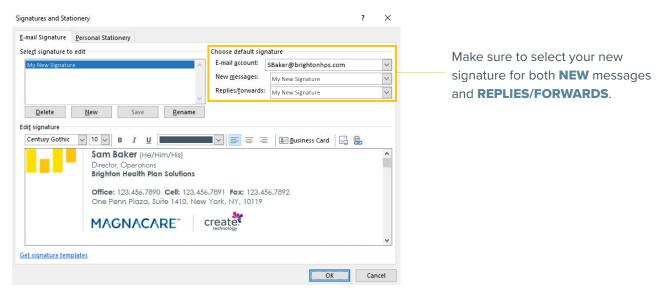
Open the Signatures and Stationery dialog box. If Outlook is set up with multiple email accounts, under Choose default signature, use the Email account dropdown menu to select the correct account. Under Select signature to edit, select New.

General Mail	Change the settings for messages you create and receive.	
Calendar	Compose messages	
Groups	Signatures and Stationery ?	×
People	E-mail Signature Personal Stationery	
Tasks	Select signature to edit Choose default signature	
Search	E-mail account:	$\sim$
Language	Your signature(s) will appear here New messages: New E-Mail Sig Plain No Cell (Brighton	ll V
Accessibility	Replies/forwards: Reply E-Mail Sig No Cell (BHPS)	$\sim$
Advanced	Delete New Save Bename	
Customize Ribbon		
Quick Access Tool	Calibri 🔍 10 🔍 B I U Automatic 🔍 🧮 🚍 🖾 Business Card 🖳 🤮	
Add-ins		^
Trust Center		
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	Get signature templates	
	OK Canc	cel

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

Calendar	Compose r	nessages						
Groups	Signatures and Stat	ionery					?	×
People	E-mail Signature	Personal Stationery						
Tasks	Select signature to	edit		Choose	default sign	ature		
Search				E-mail	account:			~
Language	ſ		_		essages:	New E-Mail Sig Plain No Cel	l (Brighton	nt 🗸
Accessibility		New Signature	?	×	torwards:	Reply E-Mail Sig No Cell (BH	PS)	$\sim$
Advanced	Delete	Type a name for this	signature:					
Customize Ribbon	Edit signature	My New Signatur						
Quick Access Tool	Calibri		_		= =	Business Card	<b>e</b>	
	Full Name	ОК	Car	ncel				^
Add-ins	Title Phone				J			
Trust Center	Email							
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	Get signature tem							

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.

