

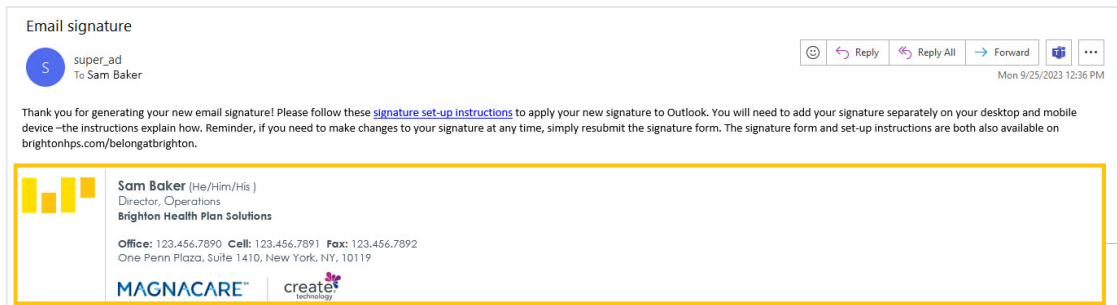
How to Create an Email Signature in Microsoft Outlook

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.

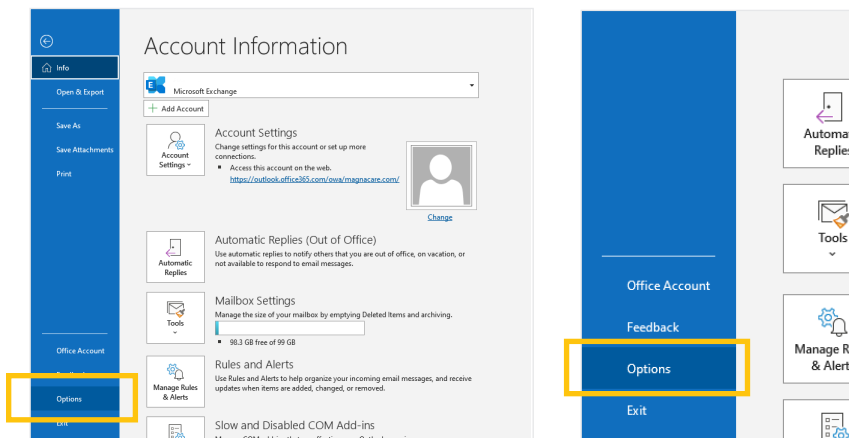
- 1 You should have received an email from the sender “**super_ad**” with your new email signature. Select your entire signature, including the **text and logos**. Then copy your signature by hitting “**CTRL + C**.”



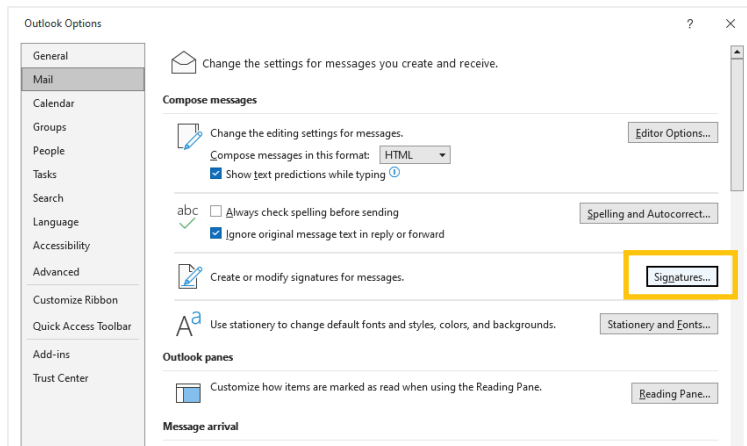
It is mandatory to use **text and logos**.

Note: email disclaimer is applied automatically when sending external emails

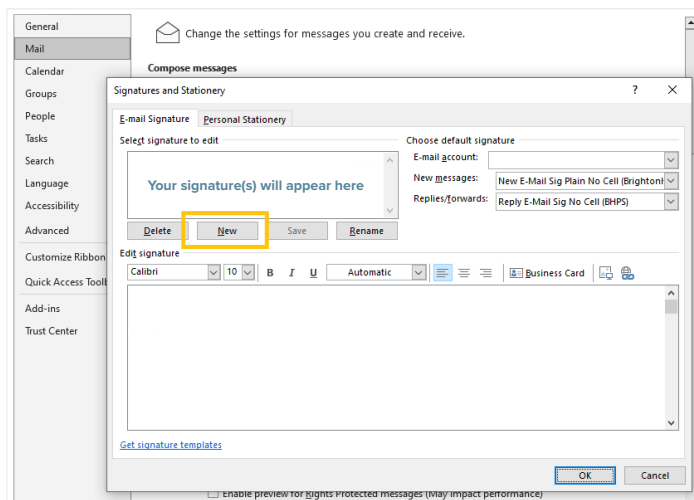
- 2 In Outlook, select **File** at the top of the screen. In the left rail at the bottom, select **Options**.



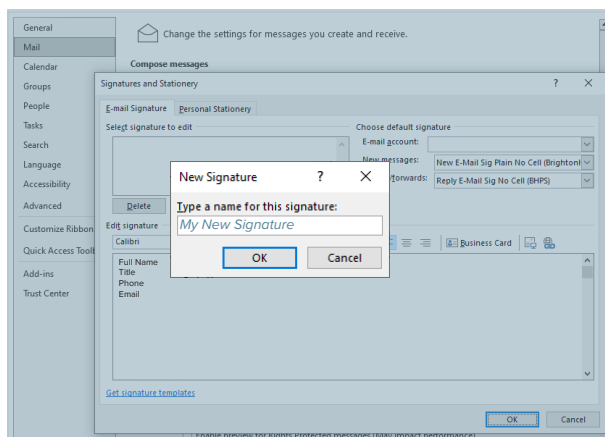
- 3 In the **Outlook Options** dialog box, select **Mail**. In the **Compose messages** section, select **Signatures**.



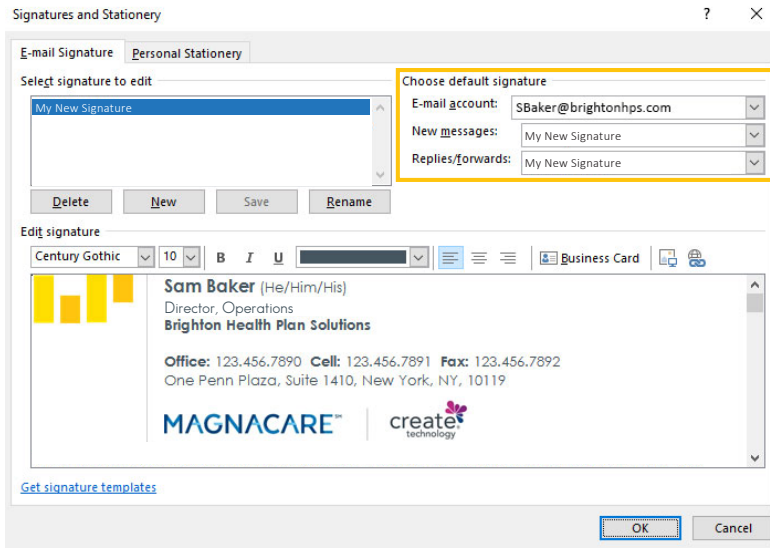
- 4 Open the **Signatures and Stationery** dialog box. If Outlook is set up with multiple email accounts, under **Choose default signature**, use the **Email account** dropdown menu to select the correct account. Under **Select signature to edit**, select **New**.



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



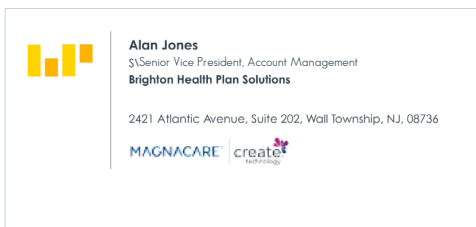
- 6 In the **Signatures and Stationery** dialog box, in the **Edit Signature** field, paste your new signature from the email you just received by hitting “**CTRL + V**”. Select **OK**.



Make sure to select your new signature for both **NEW** messages and **REPLIES/FORWARDS**.

- 7 In the **Outlook Options** dialog box, select **OK**. Now, each time you start a new email, the signature will automatically appear.
- 8 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.