

Tech Tips:

September 5

### Creating an email signature in Outlook

It is important to add a signature to emails you send. This ensures that the receiver knows who created the mail, and has all the necessary information to get back to you by phone or email if needed. In Outlook, you can even create multiple signatures to use on different types of mail. Follow these easy steps to create your signature.

Under the **Tools** menu, select **Options**.

Select **Mail Format**

Select **Signatures**

Select **New**. Create a Title for your signature in the box, such as "Formal". Click **OK**.

Type in the lower box what you want your signature to say. It should include your name, work location and phone number. Click **Save**.

You can use the formatting features above the signature text box to change your font, size and other signature features if you desire.

If you create multiple signatures, in the upper right corner, you can specify which signature you want used in New messages vs. Replies/forwards.

When done, click **OK** at the bottom of the signatures window, and again in the Options window.

When composing an email, you can click the Signatures icon in the Include tab across the top to change your signature selection for that particular email, or go to the main signatures options window to edit or create a new signature. Changing a signature for this signature icon in a new mail only changes the signature selection for that particular email.