

# Staff email – Outlook Signatures



This guide steps you through creating and using email signatures using the **Outlook Desktop** client. Note that if you use both Outlook and Outlook Web App (OWA), you will need to create a signature in each. In addition, while Outlook Desktop allows you to create multiple signatures, OWA only provides the option to create and use one. For guidance on how to create and use an email signature in OWA, [visit Microsoft the support site](#).

An email signature consists of text that is added to the end of an outgoing message. In the Outlook Desktop client, you can create custom signatures for different audiences, e.g. your full name and contact details for messages to business contacts, or simply your first name for messages to friends and family.

## Create a new signature

1. In **Mail** view, click the **File** tab, then select **Options** from the menu on the left.

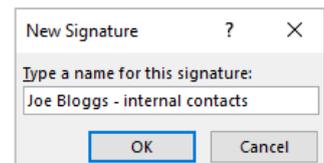
2. In the **Outlook Options** window, select **Mail** from the menu on the left.

- Click the **Signatures...** button.
- The **Signatures and Stationery** window opens. Click **New**.



3. The **New Signature** dialog opens.

- Give your signature an appropriate name, then click **OK** to return to the **Signatures and Stationery** window.
- Type the text you want to include in your signature into the blank text box – e.g., your name, designation, departmental address, phone number, email, etc. – and format the text as required.
- Once you are happy with your signature, click **Save** then **OK**.
- You are returned to the **Outlook Options** window.
- Click **OK** to return to your **Mail** view.



## Add a signature to outgoing messages automatically

1. From Outlook's Ribbon click the **File** tab then select **Options**.

2. In the **Options** window, select **Mail** and click on **Signatures**.

3. Using the drop down menus under **Choose default signature**, select which signature you would like to use as default for **New messages** and for **Replies/forwards**.

4. Click **OK**, then **OK** again to return to your **Mail** view.

- The next time you compose a new email, or reply to or forward an email, the signature(s) you selected will automatically appear in the new message window.

**Note:** You can return to the **Signatures and Stationery** dialog at any time to change your selection.



**Tip:** If you have created more than one signature, regardless of which you have chosen to be automatically appended to your outgoing messages, you can replace it with a different one by right-clicking on your signature at the time of composing and selecting an alternative signature from the pop-up menu.

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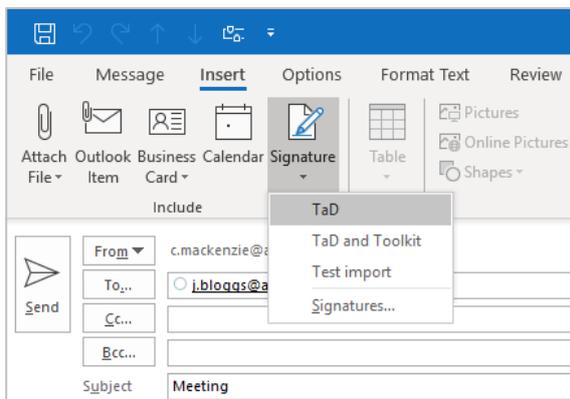
## Add a signature to outgoing messages manually

You may prefer to add a signature to your email at the time of composing/replying, particularly if you have several signatures to choose from.

5. Click **Mail** (bottom left).
6. Click the **File** tab, then select **Options** from the menu on the left.
7. In the **Outlook Options** window, select **Mail** from the menu on the left, then click on **Signatures**.
8. Under **Choose default signature** select **(none)** from the **New messages** and **Replies/forwards** drop down lists.
9. Click **OK**, then **OK** again.

Now the next time you compose a new email, or reply to or forward an email, you can append a signature manually:

10. Create a **New Email** in the usual way.
11. Type in your message, then press Enter.
12. At the top of the message window, click the **Insert** tab.
13. Select **Insert > Signature** from the **Include** group and click the signature you want to insert from the pop-up list:



14. The signature appears in the message window, below your message text.