

Outlook - Creating a Signature Block

Source: Jenny Hutain

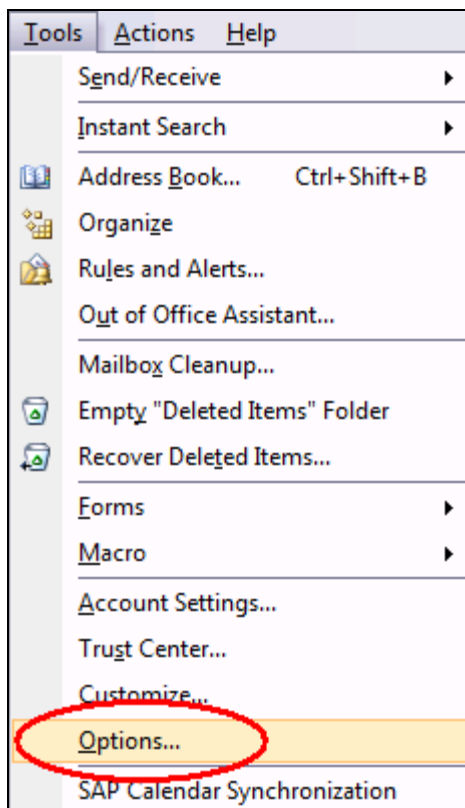
Purpose: You might choose to create a signature block if you would like to automatically add a closing, name, job title, etc., to the end of e-mail messages.

How to create a signature block

1. From the Microsoft Outlook window, choose **Tools** from the main toolbar.



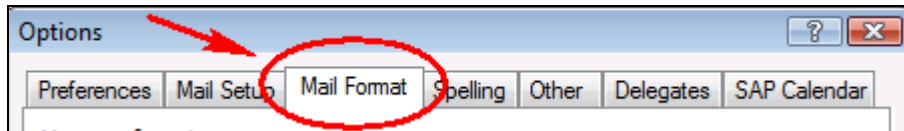
2. Under **Tools**, select **Options...**



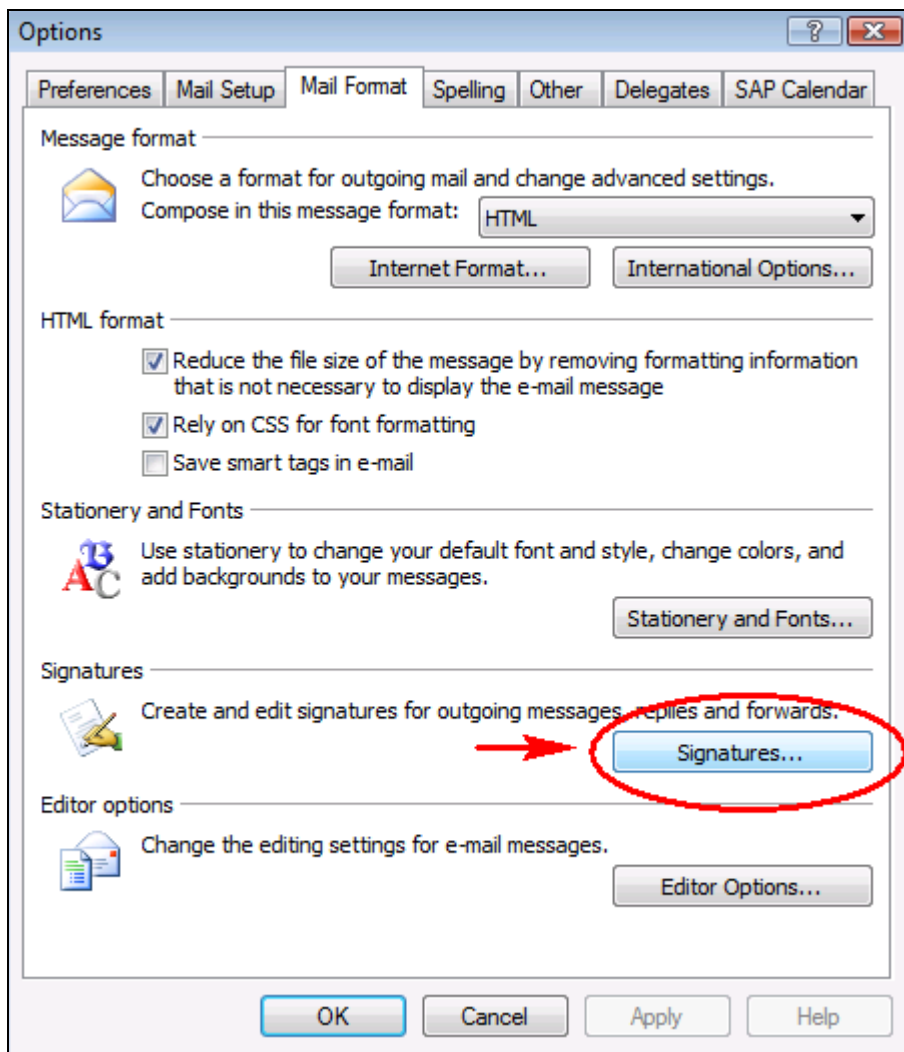
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3. Click on the “Mail Format” tab.



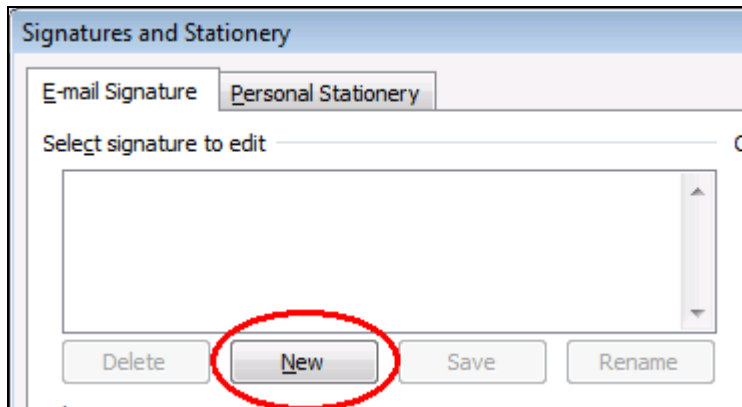
4. Under the “Mail Format” tab, click **Signatures...**



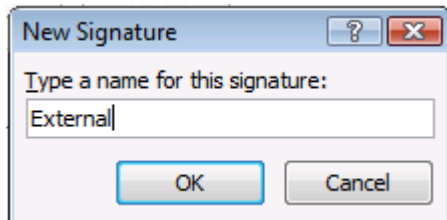
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5. To create a new signature, click **New**.



6. When prompted, enter a name for the signature ("External," "Internal," "Personal," etc.). Only you will see the name of the signature. When finished, select **OK**.

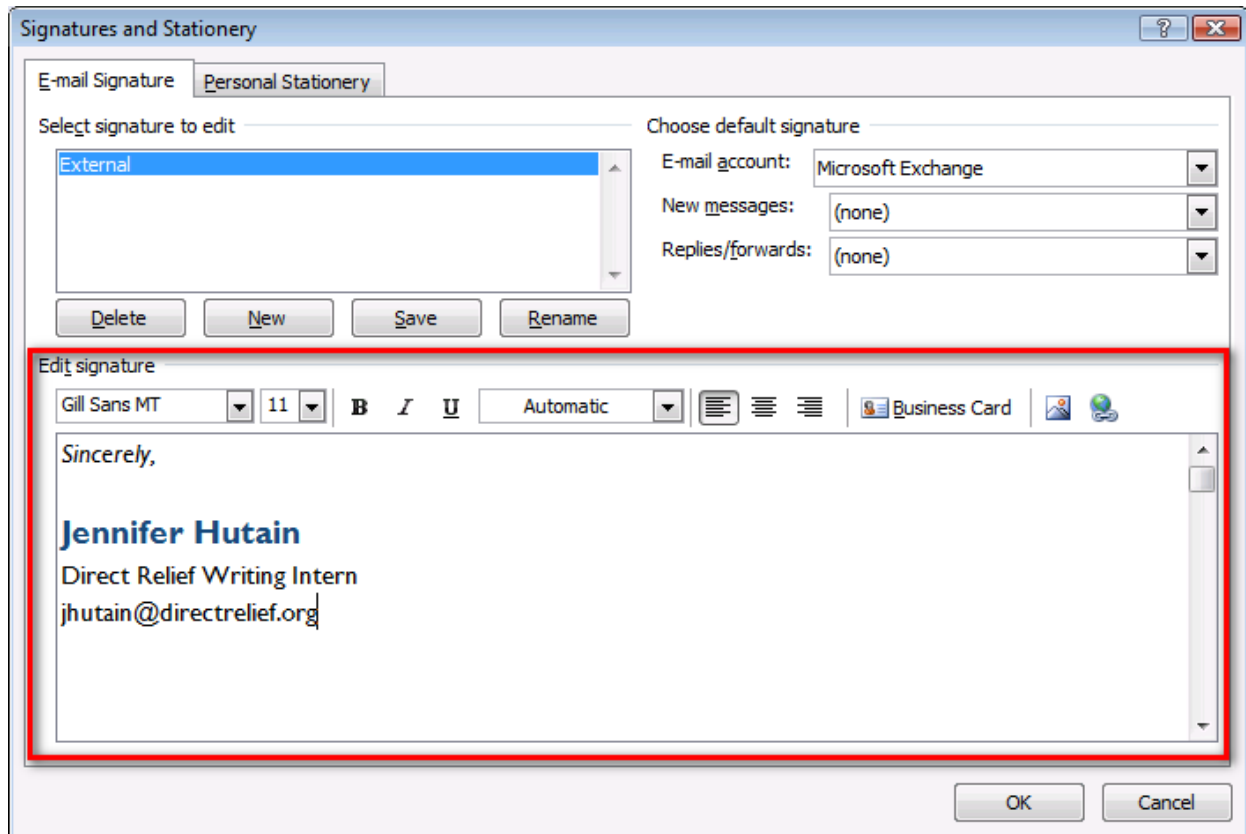


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7. Write and format your desired signature. You can adjust the font, size, style, etc. If desired, you can also insert a picture or hyperlink.

Please note that adding a picture to your signature block will add to the size of e-mails

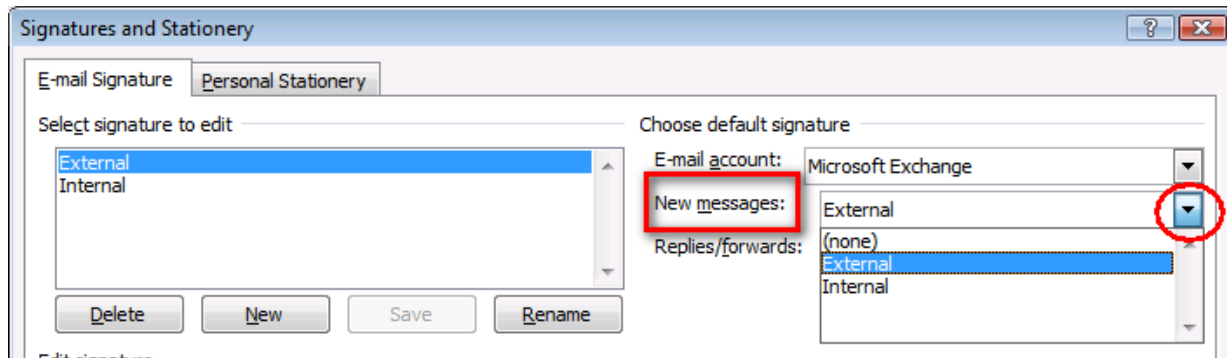


8. Repeat steps 5-7 to create as many signatures as you would like.

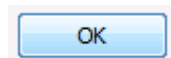
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9. To set a signature block to default, click the down arrow under **New Messages** and make a selection.



10. Click **OK**. Your signature block(s) is now complete.



11. To choose a signature other than the default signature, from a "New Message" window, click the **Insert** tab. Under the **Signature** button, select which signature you would like to use.

