



MS Office

Outlook with Screen Reader

Email: Signature

You can create a personalized signature to appear automatically at the end of your emails.

It saves you time so you don't have to type your name and other information at the end of every email. **Give customizing your signature a try!**

1. Navigate to your Outlook options by pressing Alt + F + T.
2. Press the down arrow once until you get to the Mail category, and then press the Tab key.
3. Press Alt + N to get the signature customizing area.
4. Once you're on your Signatures button, press the spacebar to activate it.
5. Press Alt + N to create a new signature.
6. You land in an edit box where you can name the signature, which is handy if you want to

create more than one signature: for example, one for work and one for personal emails.

7. Name your signature and press Enter.
8. Press Alt + T and then Shift + Tab.
9. You land in an edit box where you type your signature line.
10. Press the Tab key to find the OK button, and press Enter.
11. Press Escape to return to your inbox.
12. Compose an email and your signature appears at the bottom automatically.
13. Send your email.

Did you try inserting an email signature at the end of your messages? Now that you've tried this, why not try another workshop in this series to further improve how you use your email?