



MS Office

Outlook

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. **Try creating your own signature.**

1. Open a new email.
2. At the ribbon at the top, find the **Signature** tool. Select it and a drop-down list appears. Select **Signature** with your mouse pointer.
3. When the signature editor opens, select the **New** button.
4. The edit field appears for you to enter a name for your signature.

Tip: This is helpful when you'd like to create multiple signatures: for example, one for work and another for personal use.

For example, you can type Work as the name for the signature and press OK. Then consider these style choices:

- **Font:** Use the drop-down menu to choose a font you for your signature.
 - **Font size:** Use the drop-down menu and the scrollbar to select a size.
 - **Font style:** Choose bold, italics, or underline.
 - **Font color:** Use the drop-down menu to select a color for your signature. Black is the default color.
 - **Font alignment:** You can left, center, or right align your signature. Left alignment is the default setting.
5. Place your cursor in the edit field and type in your personal information that you'd like to have as your signature, and select OK.
 6. You have to add your signature manually to the one message you already have open. Find the signature tool in the ribbon, and select your newly created signature from the drop-down list.

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