


Create a signature


1. On the **Home** tab, click **New Email**.
2. Click the **Message** tab.
3. In the **Include** group, click **Signature**, and then click **Signatures**.
4. On the **Email Signature** tab, click **New**.
5. Type a name for the signature, and then click **OK**.
6. In the **Edit signature** box, type the text that you want to include in the signature.
7. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
8. To add elements other than text, click where you want the element to appear, and then do any of the following:

9.


To add an electronic business card

Click  **Business Card**, click a contact in the **Filed As** list, and then click **OK**.

To add a hyperlink

Click , type the link address or browse to a hyperlink, click to select it, and then click **OK**.

To add a picture

Click , browse to a picture, click to select it, and then click **OK**. Common image file formats for pictures include .bmp, .gif, .jpg, and .png.

9. To finish creating the signature, click **OK**.

Add a signature to messages

You can set it up so that signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

1. On the **Home** tab, click **New Email**.
2. Click the **Message** tab.
3. In the **Include** group, click **Signature**, and then click **Signatures**.
4. Under **Choose default signature**, in the **Email account** list, click an email account to associate with the signature.
5. In the **New messages** list, select the signature that you want to include.
6. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, click **(none)**.