



How to add signatures to MS Outlook

ABSTRACT

This guide shows users how to add signatures to MS Outlook. All Information and wording within this document conform to Plagiarism Policy

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How to add Signatures to MS Outlook

Email signature is classed as your identity, it lets the receiver know who you are and what company you are representing. Email signatures can also be called your digital business card, the information that can be added to your signature includes you phone number, email address and even the URL to your company website.

Step 1: Opening MS Word

1. Open MS Outlook.



Figure 1: MS Outlook

2. Click New Mail.

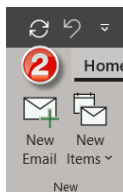


Figure 2: New Email Icon

3. Click on the drop-down arrow on Signature.

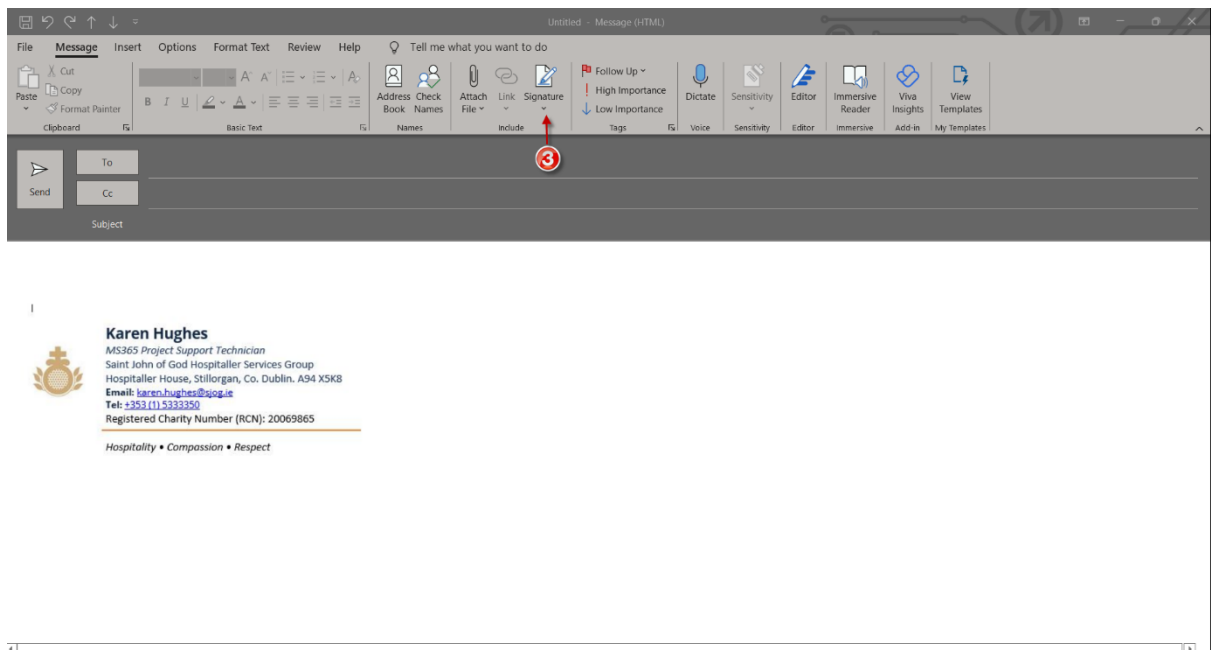


Figure 3: Signature Icon



4. Select Signatures.

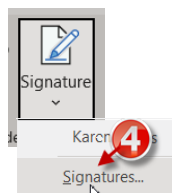


Figure 4: Signature

Step 2: Adding Email Signature.

A popup window will appear, it is in this window that you add your signature.

5. Click on New

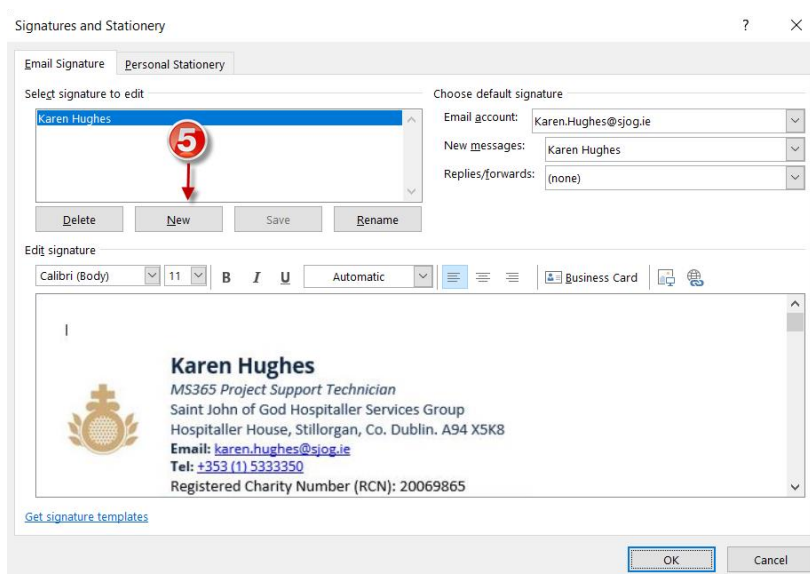


Figure 5: Selecting new for the Signature.

6. Give you Signature a name (your own name will do).

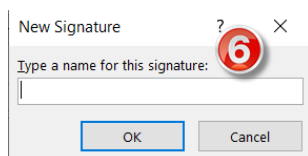


Figure 6: Enter Name

7. Click OK.

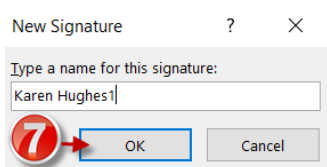


Figure 7: Name of signature



8. Type or paste your signature into the empty text box.

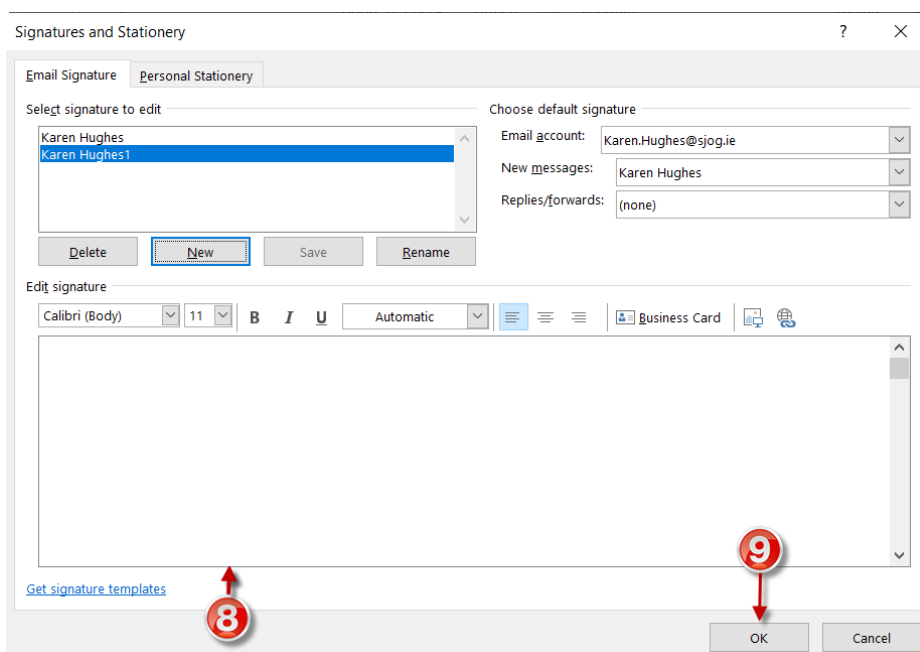


Figure 8: Text Box for details

9. Click OK.

10. When you click on new message, you will see that your signature will automatically appear.

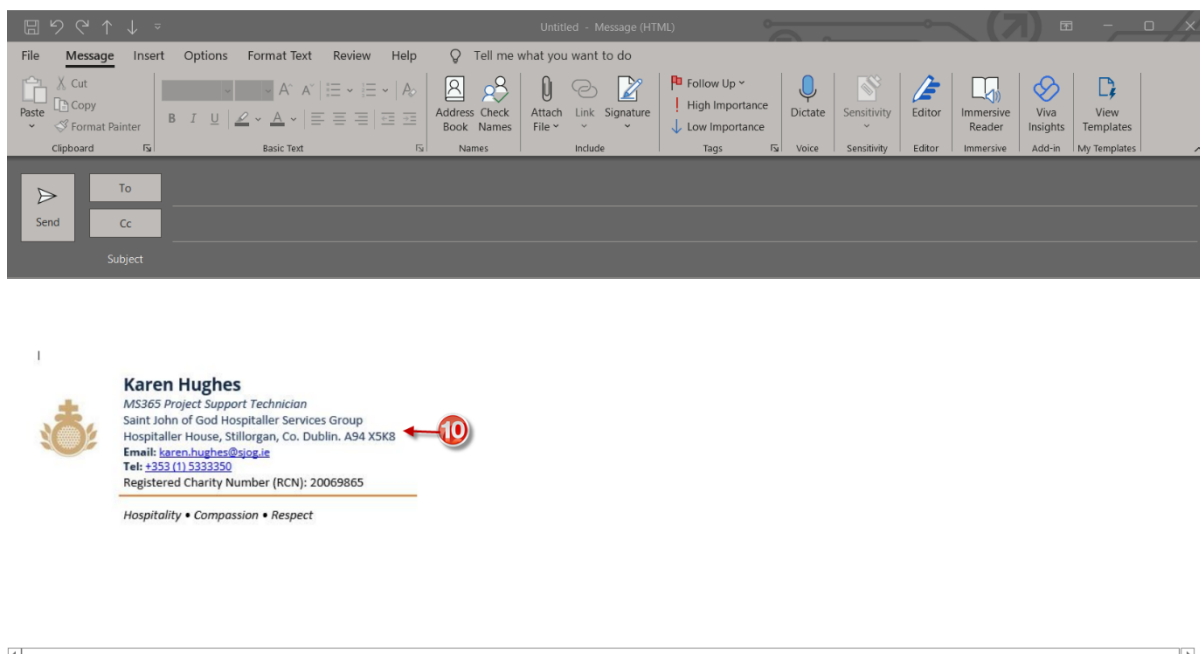


Figure 9: Completed Signature



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