



How to add signatures to MS Outlook

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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. You can add information to your signature including your phone number, email address and even the URL to your company website.

Step 1: Opening Signatures in MS Outlook

1. Open MS Outlook.



Figure 1: MS Outlook

2. Click New Mail.

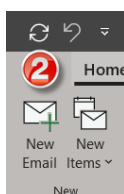


Figure 2: New Email Icon

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

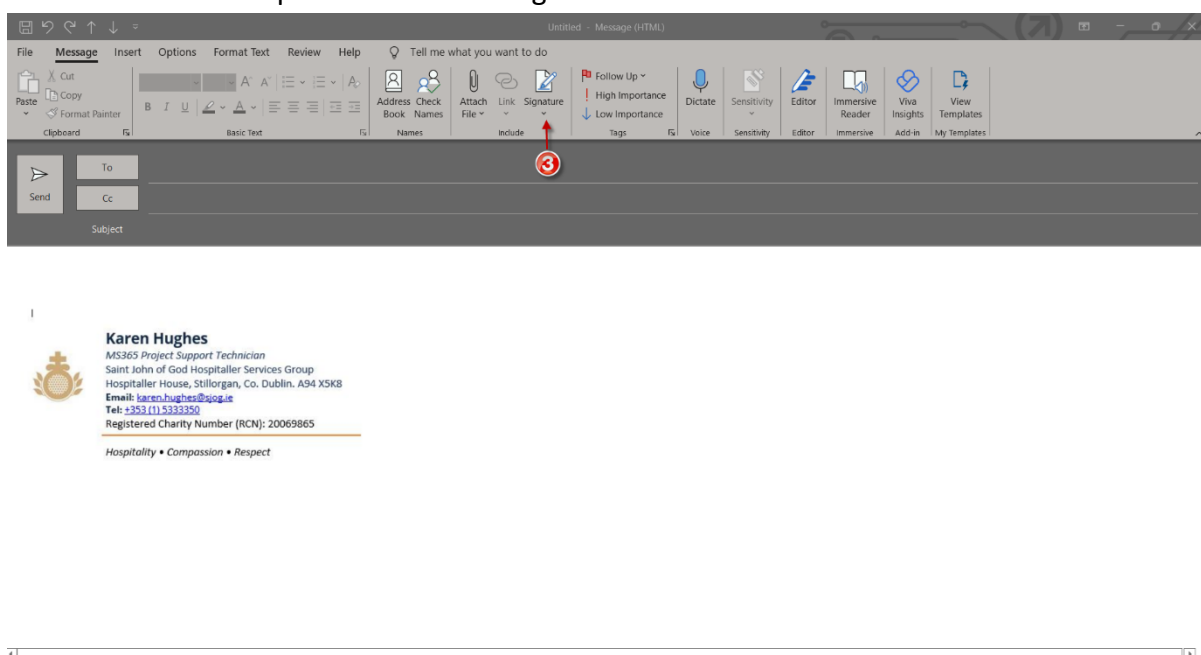


Figure 3: Signature Icon



4. Select Signatures.

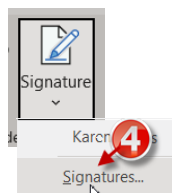


Figure 4: Signature

Step 2: Adding an Email Signature.

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

5. Click on New

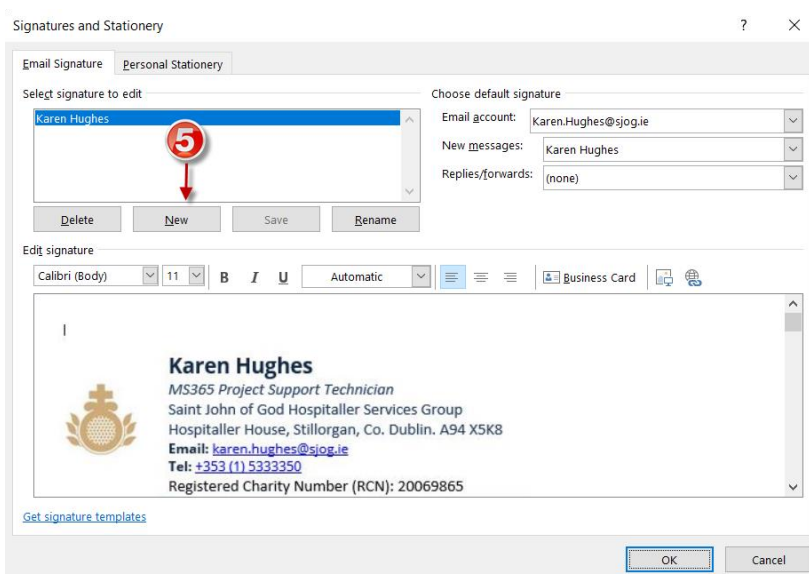


Figure 5: Selecting new for the Signature.

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

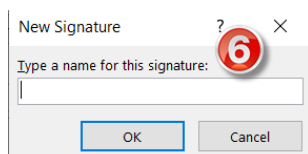


Figure 6: Enter Name

7. Click OK.

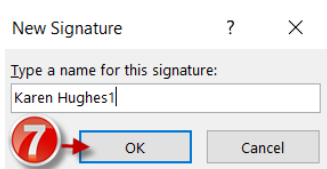


Figure 7: Name of signature



8. Type or paste your signature (this can be a copy of your departments signature and can be personalised to suit your requirements) into the empty text box. Basic editing features are available including font formatting and text alignment.

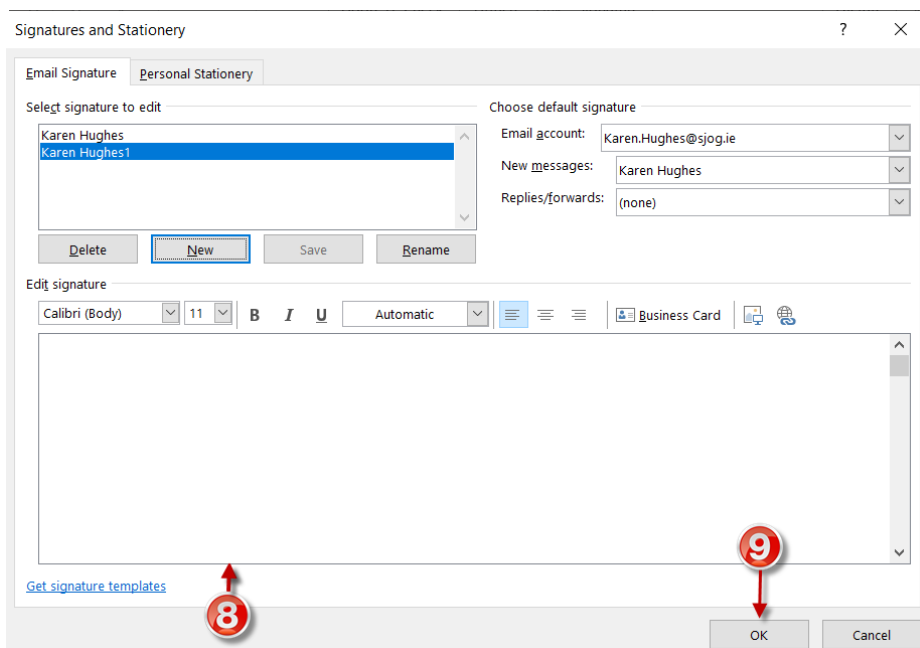


Figure 8: Text Box for details

9. Click OK.
10. When you select New Email, you will see that your signature will automatically appear.

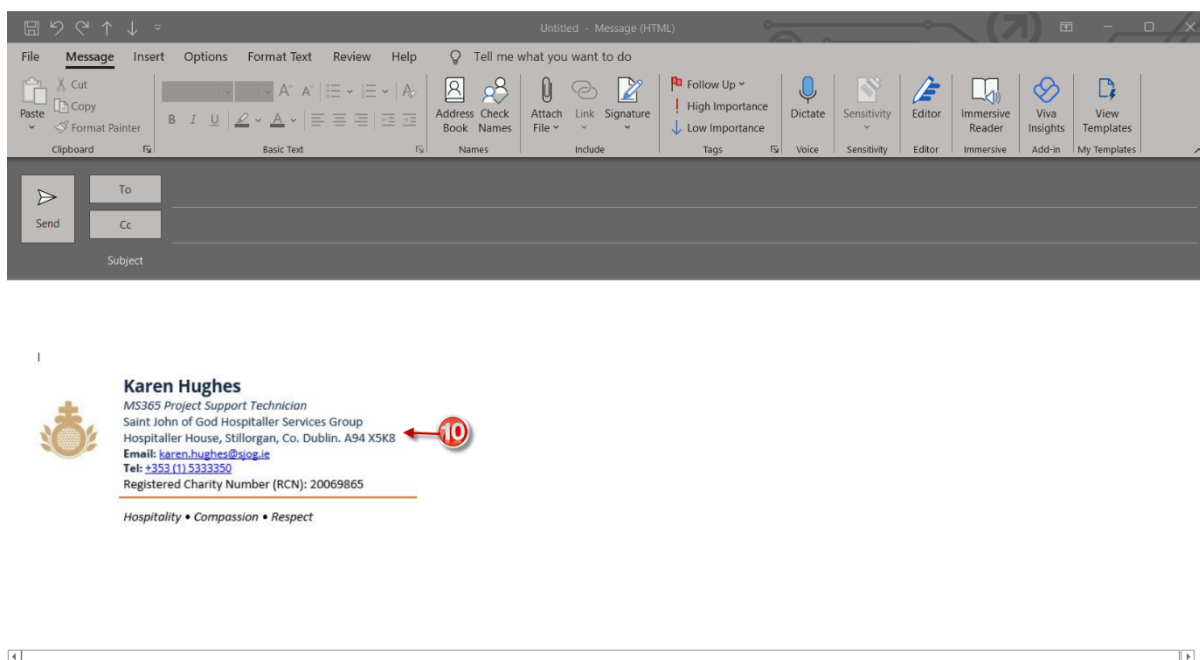


Figure 9: Completed Signature



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