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Outlook Signature

Create and add a signature to messages

In Outlook, you can create one or more personalized signatures for your email messages. Your signature can include text, images, your electronic business card, a logo, or even an image of your handwritten signature. You can set up Outlook so that signatures are automatically added to all outgoing messages or create your signature and add it to messages on a case-by-case basis.

Create your signature and choose when Outlook adds a signature to your messages

Important: If you have a Microsoft 365 account, and you use Outlook and Outlook on the web or Outlook on the web for business, you need to create a signature in both products.

1. Open a new email message.
2. On the **Message** menu, select **Signature > Signatures**.

Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.

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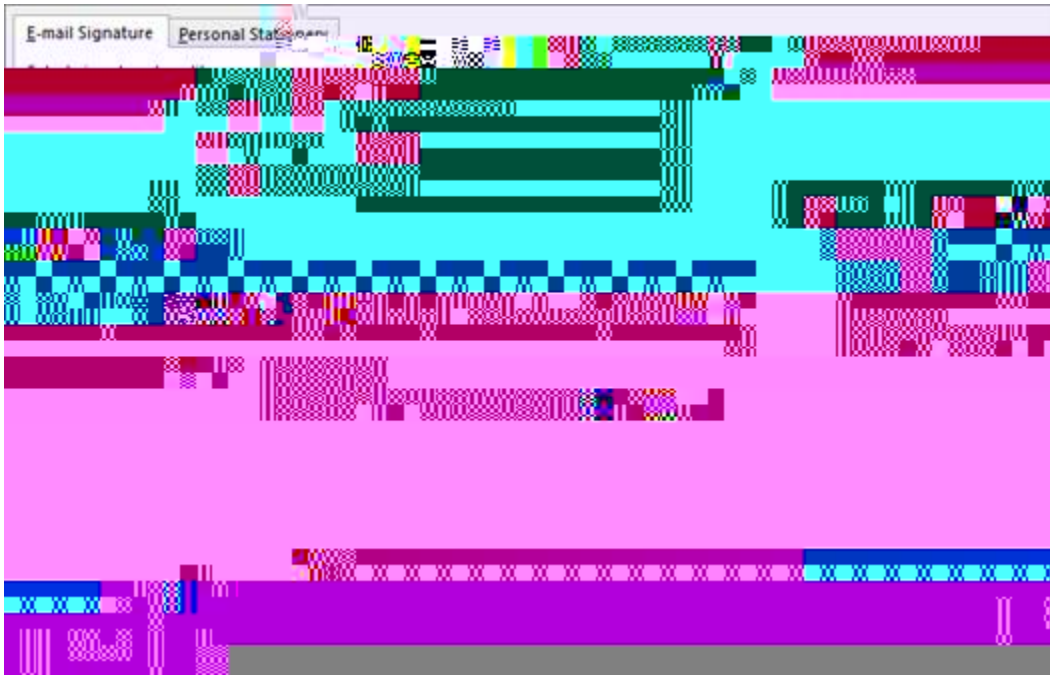
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5. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-

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6. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

1. In your email message, on the **Message** tab, select **Signature**.
2. Choose your signature from the fly-out menu that appears. If you have more than one signature, you can select any of the signatures you've created.