

How to add a signature in Microsoft Office

Create an email signature

1. Select **New Email**.
2. Select **Signature > Signatures**.
3. Select **New**, type a name for the signature, and select **OK**.
4. Under **Edit signature**, type your signature and format it the way you like.
5. Select **OK** and close the email.
6. Select **New Email** to see the signature you created.

If you have multiple signatures, go to **Choose default signature** and select the one you want to appear on **New messages**. You can always change to another signature when writing the email.

Refer to Microsoft Office link below

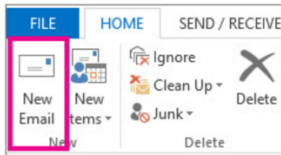
<https://support.microsoft.com/en-us/office/insert-a-signature-f3b3f74c-2355-4d53-be89-ae9c50022730>

Create an email signature in Outlook

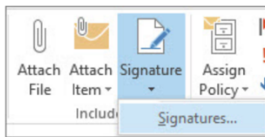
Add a signature to messages

Important: If you have a Microsoft 365 account, and you use Outlook and Outlook Web App, you need to create a signature in each. To create and use email signatures in Outlook Web App, see [Create and add an email signature in Outlook Web App](#).

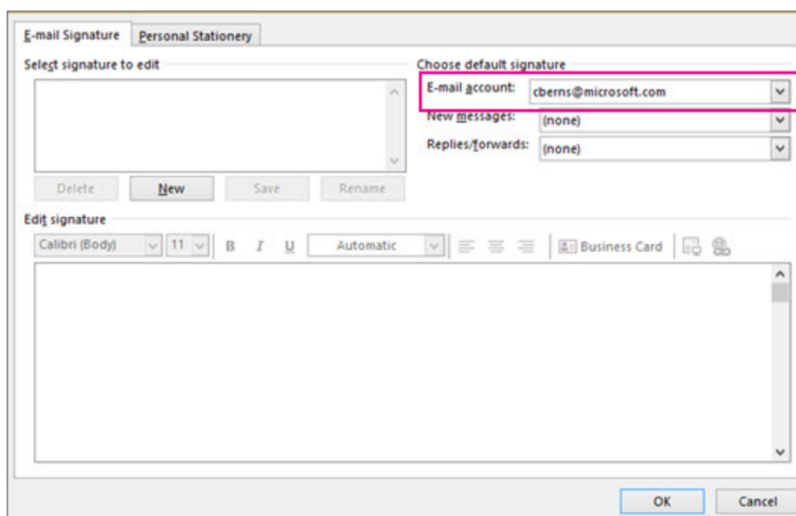
1. On the **Home** tab, select **New Email**.



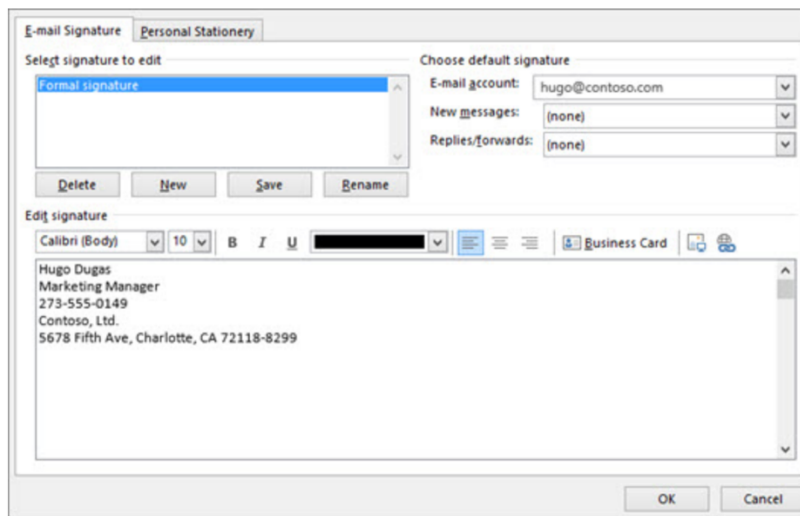
2. Select the **Message** tab.
3. In the **Include** group, select **Signature**, and then choose **Signatures**.



4. Under **Choose default signature**, in the **E-mail account** list, select an email account to associate with the signature.



5. Under **Select signature to edit**, select **New** and type a name for the signature.
6. Under **Edit signature**, type the signature that you want to use and select **OK**.



For further information, refer to the link below:

<https://support.microsoft.com/en-us/office/create-an-email-signature-in-outlook-3a139d75-256e-4f0f-8351-e0cc02810b9c>

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.

Newer versions

Office 2007 - 2010

Office 2007 – 2010:

https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2#ID0EBBF=Office_2007_-2010

Newer versions:

https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2#ID0EBBF=Newer_versions