

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

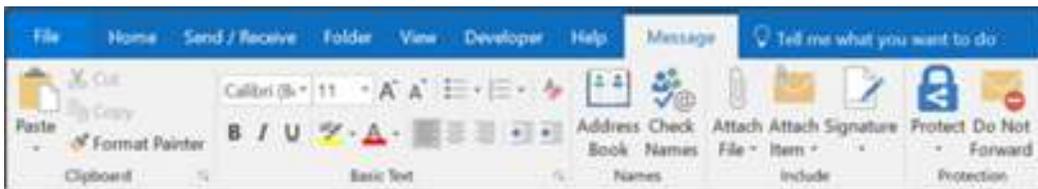
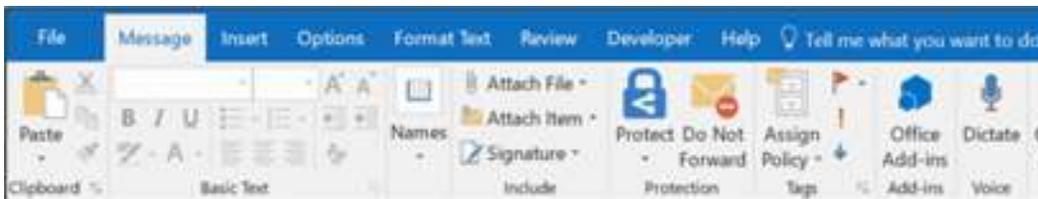
Important: If you have a Microsoft Office 365 account, and you use Outlook and Outlook on the web or Outlook on the web for business, you need to create a signature in both products. To create and use email signatures in Outlook on the web, see [Create and add an email signature in Outlook.com](#) or [Outlook on the web](#).

If you want to see how it's done, [go directly to the video below](#).

1. Open a new email message.

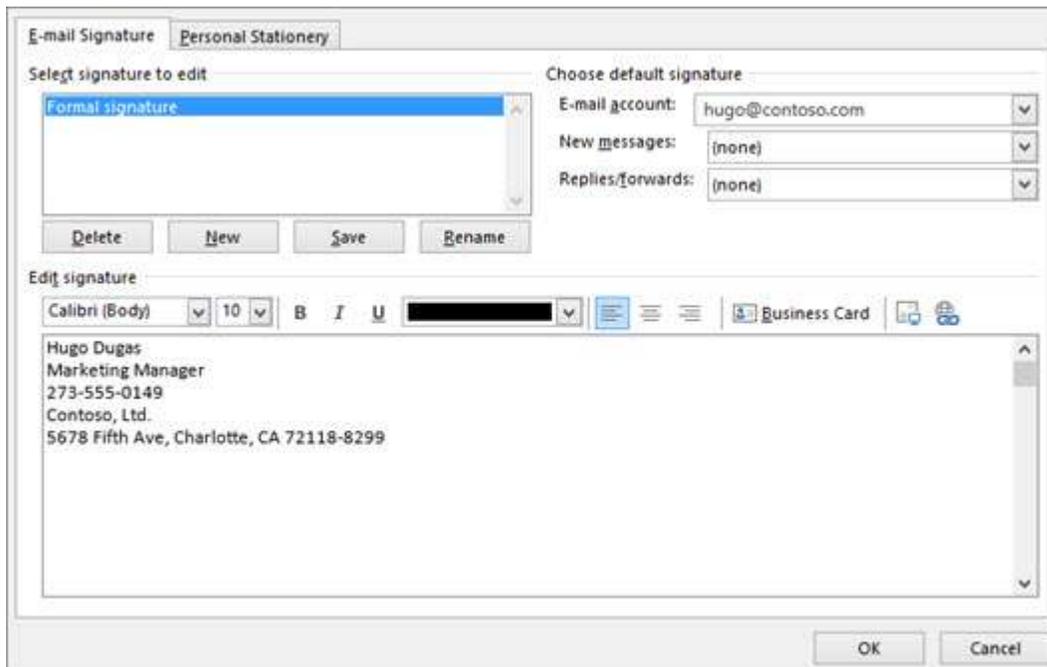
2. On the **Message** menu, select **Signature** > **Signatures**.

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.



3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. If you want to create a more robust signature with bullets, tables, or borders, use Word to format your text, then copy and paste the signature into the **Edit signature** box. You can also use one of our [pre-designed templates](#) for your signature.

Download the templates in Word, customize them with your personal information, and then copy and paste them into the **Edit signature** box.



Notes:

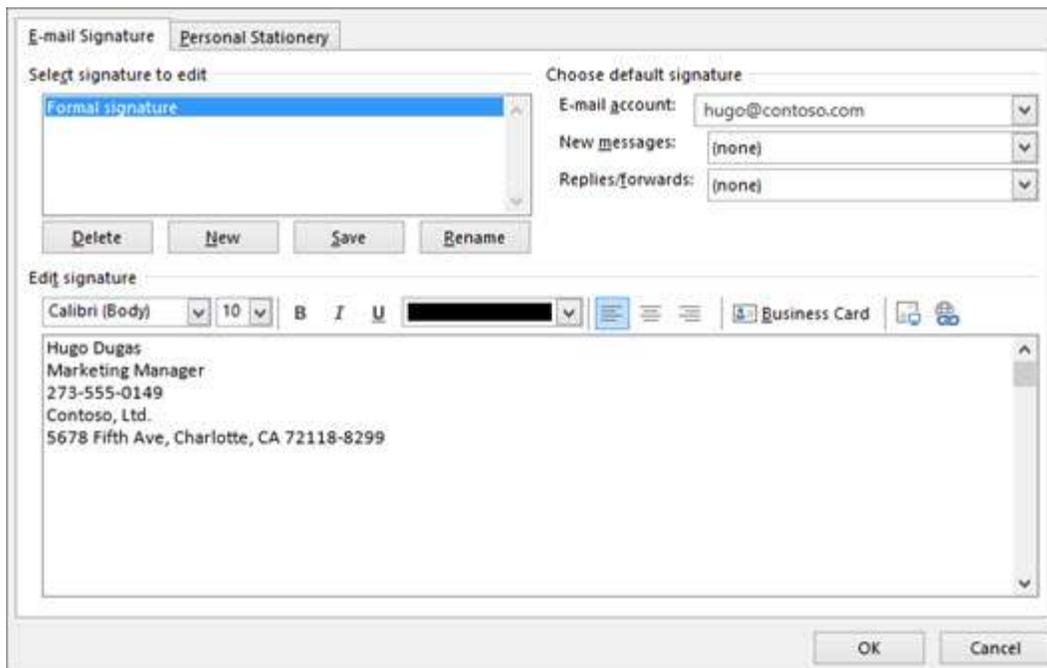
- You can add links and images to your email signature, change fonts and colors, and justify the text using the mini formatting bar under **Edit signature**.
- You can also add social media icons and links in your signature or customize one of our pre-designed templates. For more information, see [Create a signature from a template](#).
- To add images to your signature, see [Add a logo or image to your signature](#).

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

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).



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.