Outlook – Email Signatures (Automatic Footers in Messages)

Step 1
While not in an e-mail, click the TOOLS/OPTIONS menu. Then click the MAIL FORMAT tab.

You should see this screen:

Step 2
Click the signatures button
Step 3
The window below appears. Click NEW
Step 4
Name your signature (footer) whatever you’d like it to be. Leave the “Start with blank signature” button selected. Click NEXT.

![Create New Signature Window](image-url)
Step 5
Enter the text you wish to appear; click FINISH when done.

(Optional step: If you want to format the text, highlight it and click the font button. Make your selections and click OK to get back to this screen)
**Step 6.**
Your new signature now appears in this screen. Click OK.
Step 7.
We’re now back to the MAIL FORMAT tab. Select, via the drop-down boxes, the signature you created the type of e-mails for which you’d like it used. Click APPLY/OK when done.
Step 8.
Create a new e-mail message and you’re signature (footer) should automatically appear:

![Email signature example](image-url)