

How to change a signature in Outlook

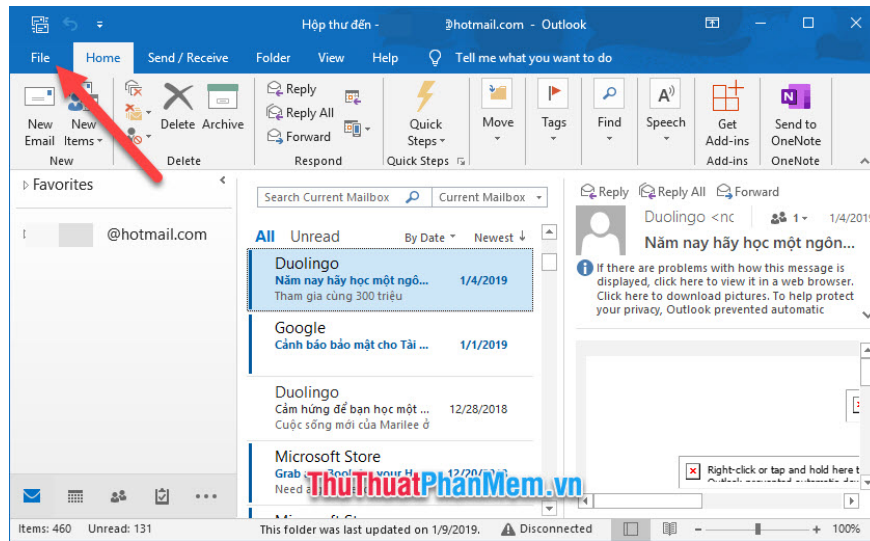
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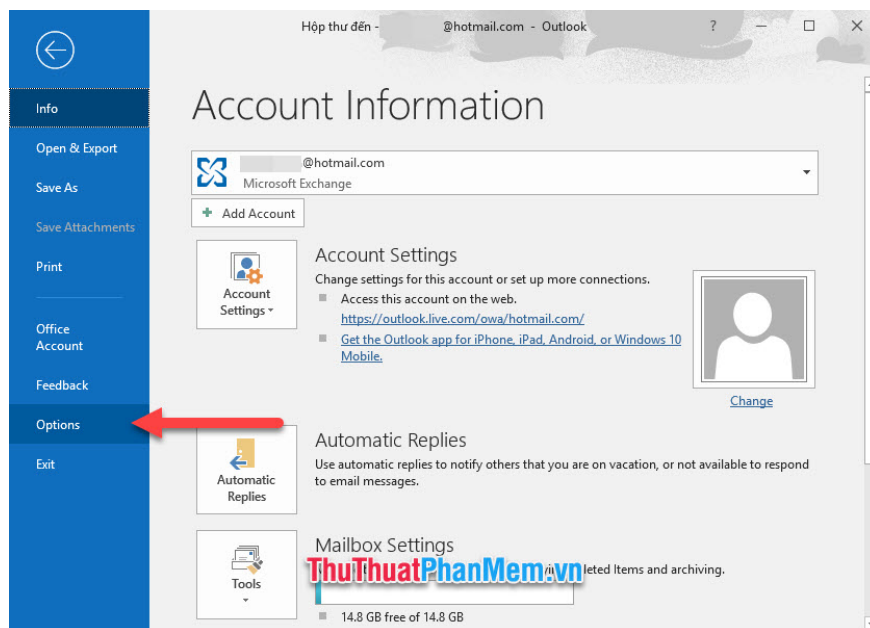


Please open the Outlook software on your computer.

First, to enter the signature setting in **Outlook** , you must click the **File** ribbon on the toolbar.



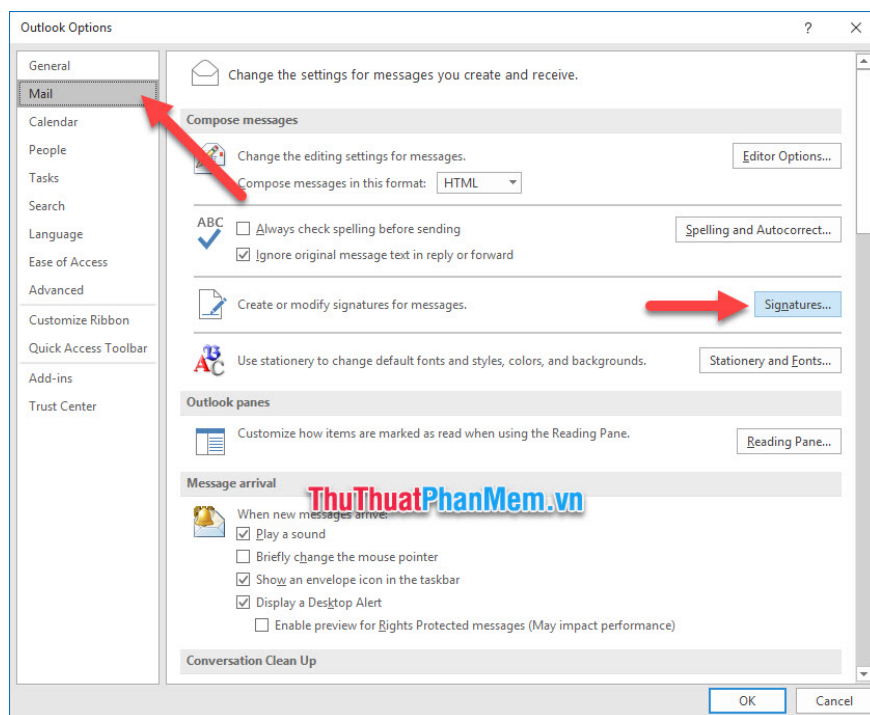
When the Outlook interface changes to **File** , click on **Options** in the list of options of **File** .



The Outlook **Options** function window will appear in the Outlook interface. You have to switch to the **Mail** section of this window.

You will see the **Create or modify signatures for messages** line in this section.

Click the **Signatures** button next to the text.

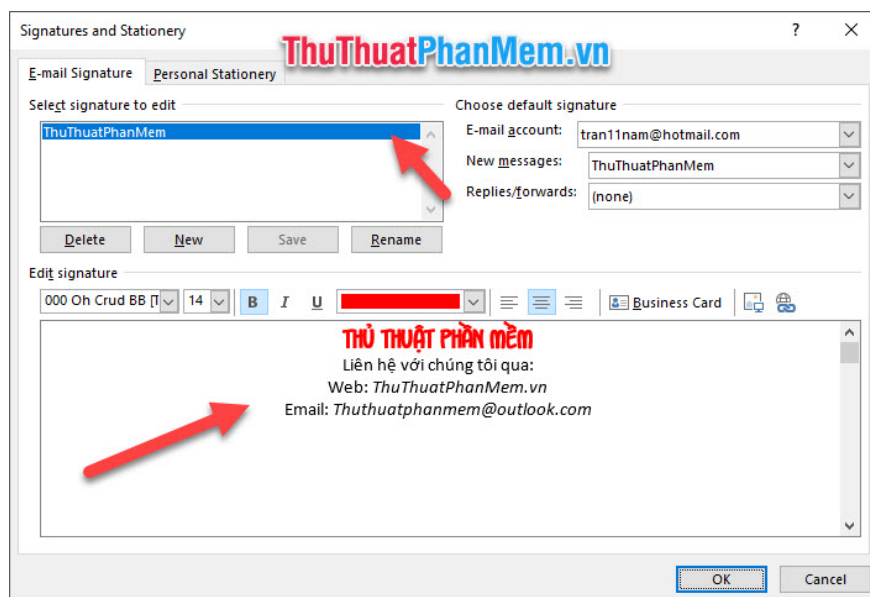


The **Signatures and Stationery** window opens with editing settings for Outlook signatures.

In the **Select signature to edit list** , you will see a list of signatures that you have added in your Outlook account.

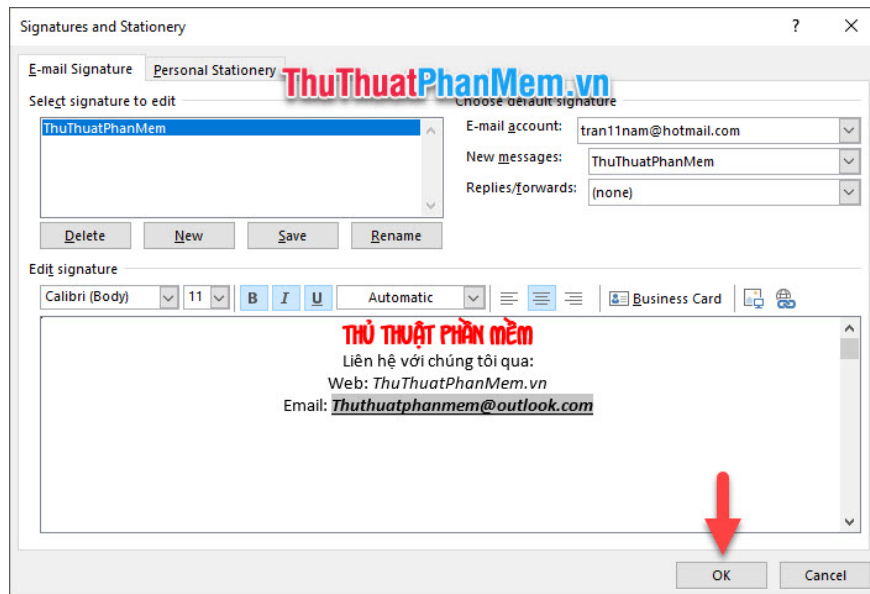
Please select a signature you want to edit.

You will see the content of the signature displayed in the **Edit signature** .

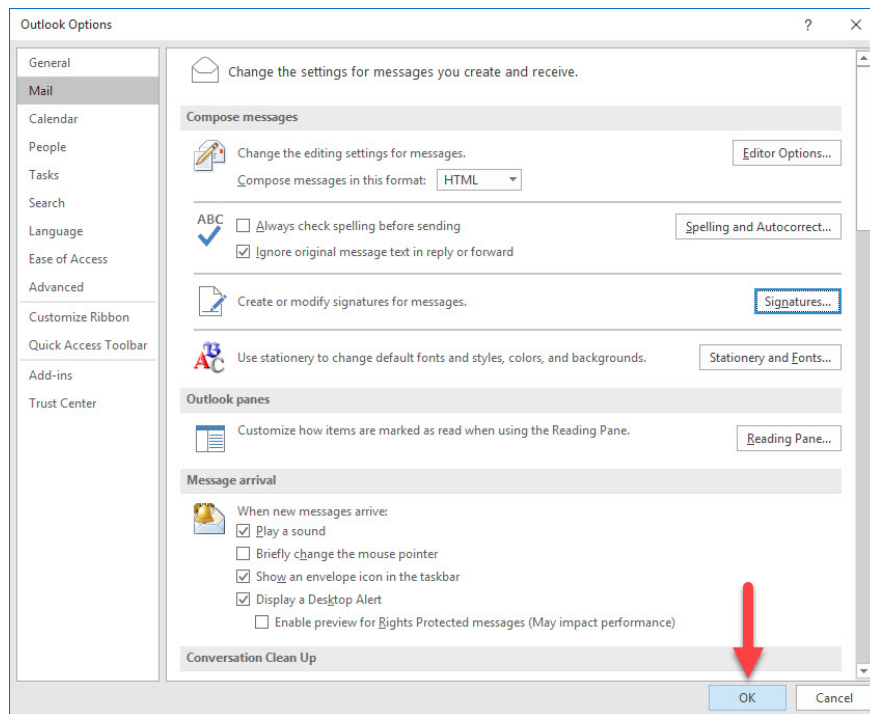


Now you can edit your signature like editing a short text. For example, you can change the characters, or their format. Or even add photos and links to your signature.

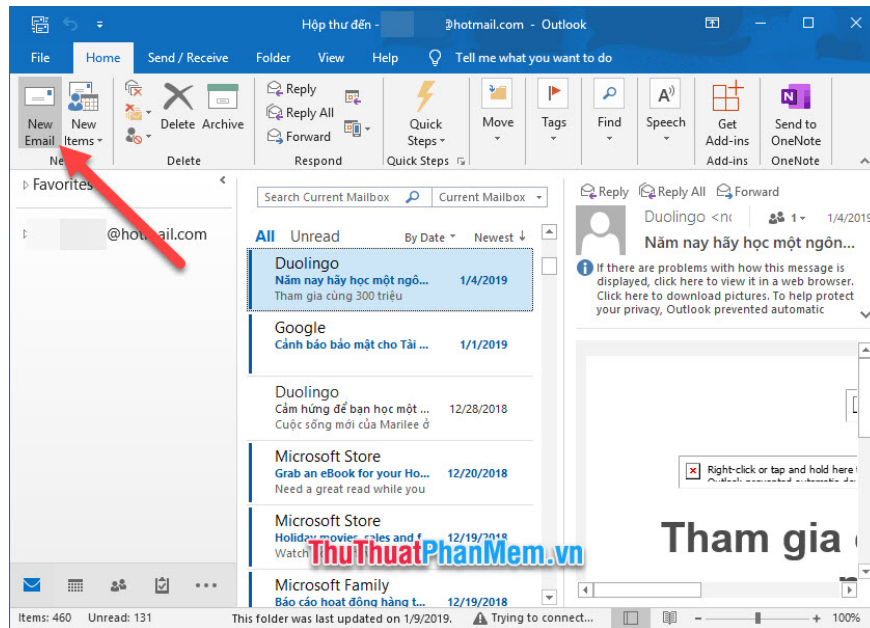
Click **OK** after you have finished editing to save the changes.



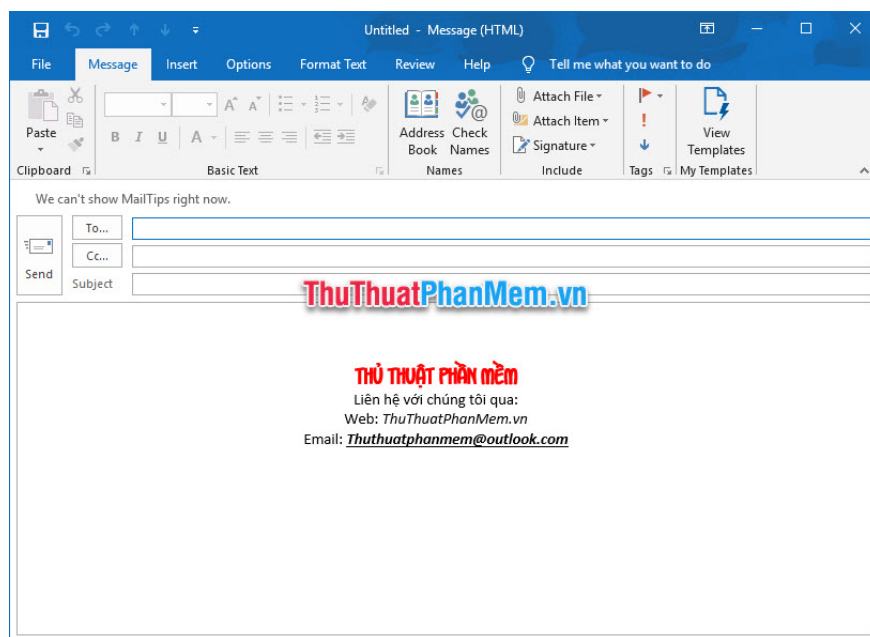
Next, you must also click **OK** in the **Outlook Options** function window box to confirm the settings.



Currently, you have to click create a new letter to view in **New Email** in the **Home** ribbon .



Now you will see that your signature at the end of the letter has been changed as you just edited it.



Thank you for reading the article about how to change the signature in Outlook of **TipsMake.com** us. I wish you successful implementation of this trick !!!

You finished reading the article "**How to change a signature in Outlook**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.