

# How to create a signature in Outlook 2010, 2016

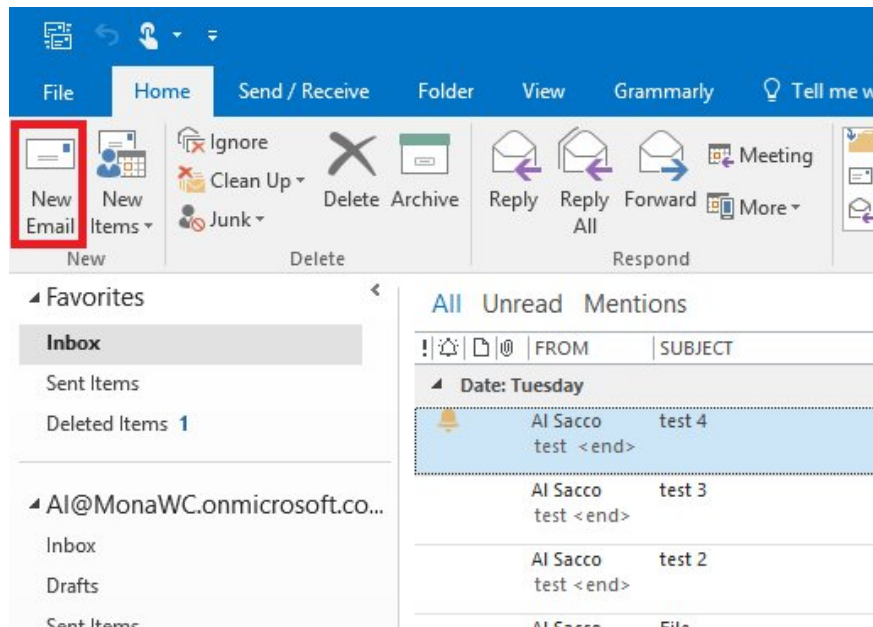
We can easily add signatures in Outlook 2016 with linked images as well as company logos. You can select and create custom styles by following the detailed instructions below.

**Need to add a signature in Outlook? You do not know how to create an Outlook 2016 signature? In fact, it's easy to add optional mail signatures with linked images as well as company logos in Outlook 2016 for Windows.** You can choose fonts, colors and custom styles by following the detailed instructions below.

## How to create and add new email signatures?

**Step 1:** Click **Home** on the toolbar.

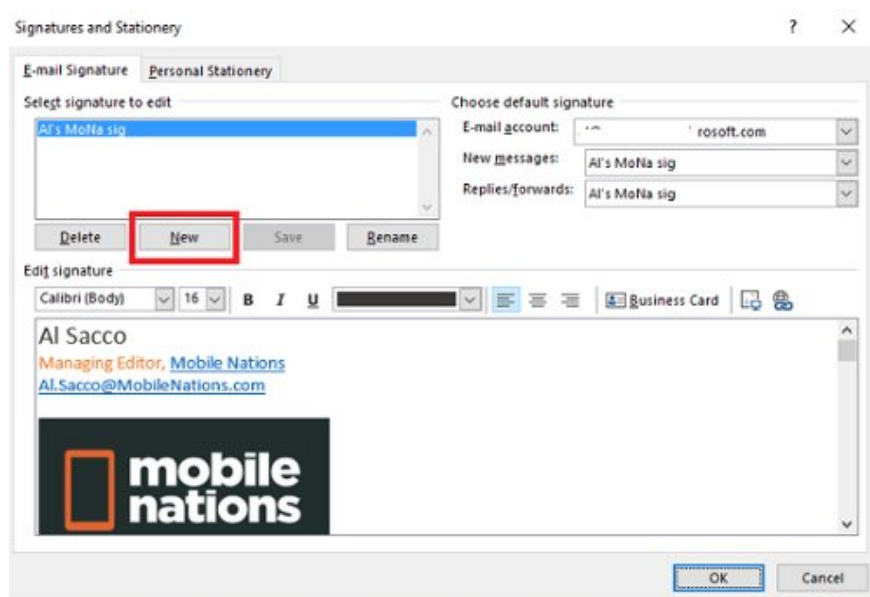
**Step 2:** Click **New Email** in the top left corner of the screen.



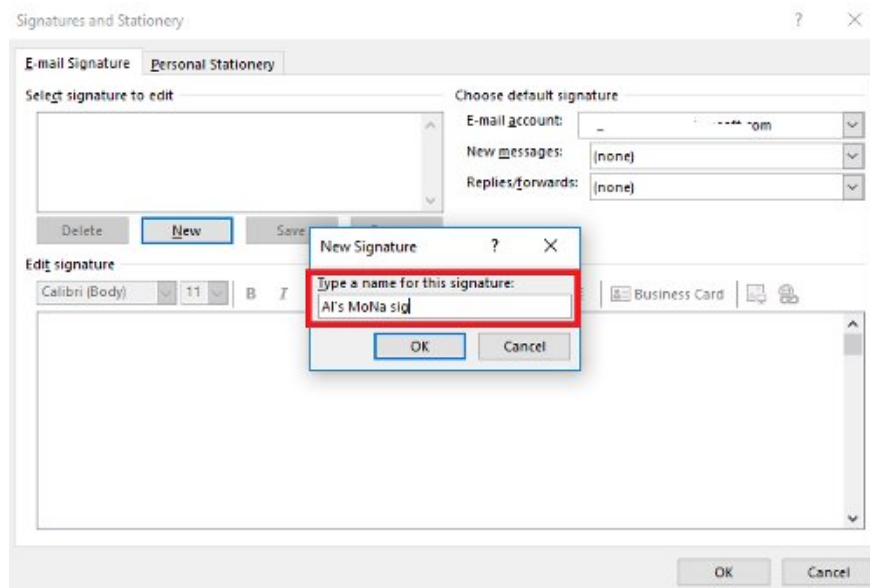
**Step 3:** A new mailbox appears, select the **Signature** box on the **Include** tab.

**Step 4:** Select **Signatures** in the drop down bar.

**Step 5:** At **Email signature** , click **New** .



**Step 6:** In **Type a name for this signature** , enter the name of the signature.

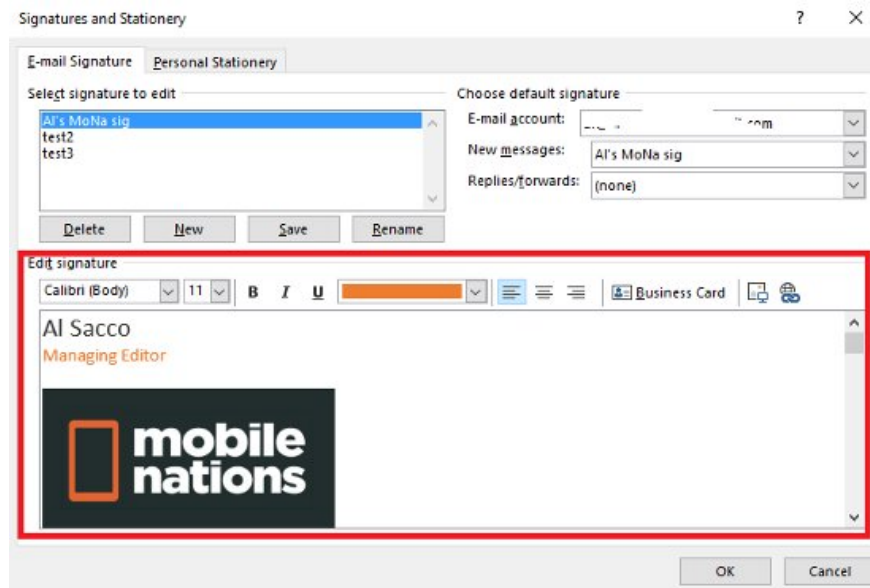


**Step 7:** Click **OK**

**Step 8:** On the next screen, highlight the signature name in **Select Signature to Edit** .

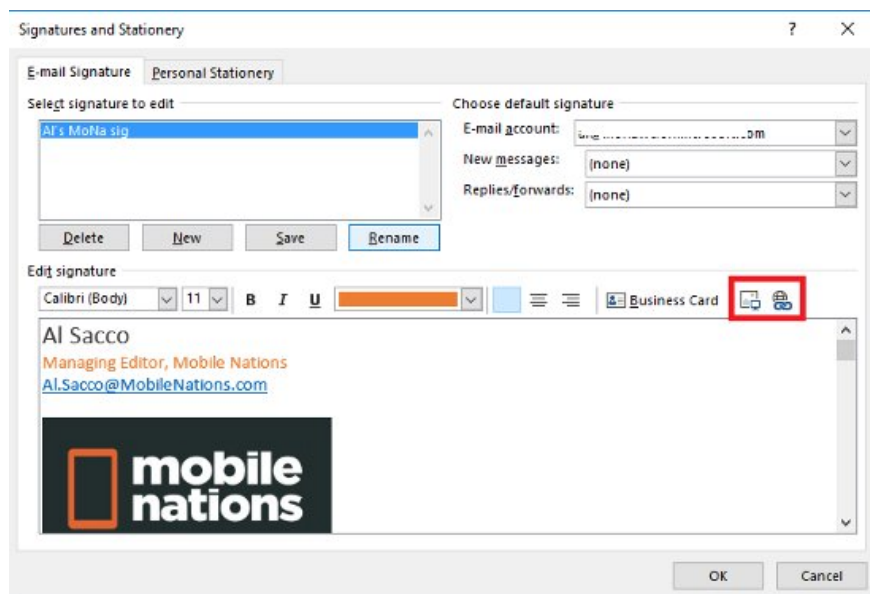
**Step 9:** Large empty box under Edit Signaute, enter your name, title, company name, email address, social networking information or other personal information you want to appear in the new signature.

1. Below Edit signature, there are different font options and custom formatting. You can create rich styles and rich borders to create a unique.



**Step 10:** Add a custom image like the company logo, determine where you want to insert the image and click the **Insert picture** icon.

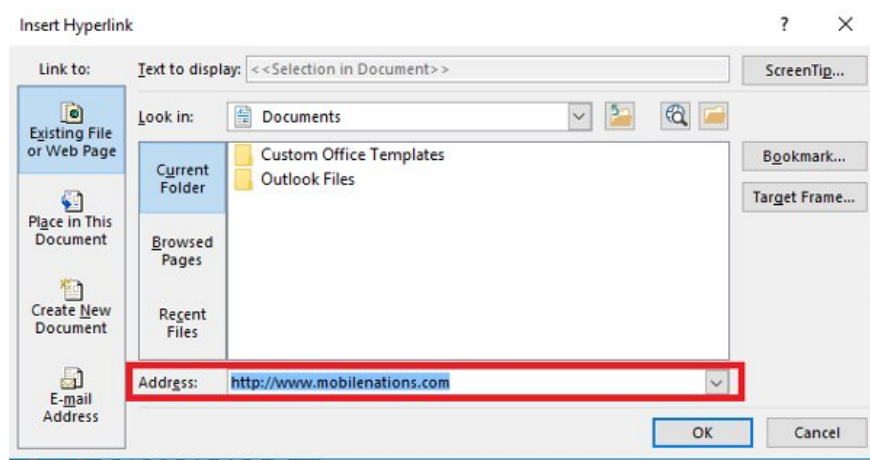
**Step 11:** Select the image in your computer's file browser and select **Insert** .



**Step 12:** To insert a website link into a photo or logo, or any word in your signature. First, highlight the image or text you want to insert.

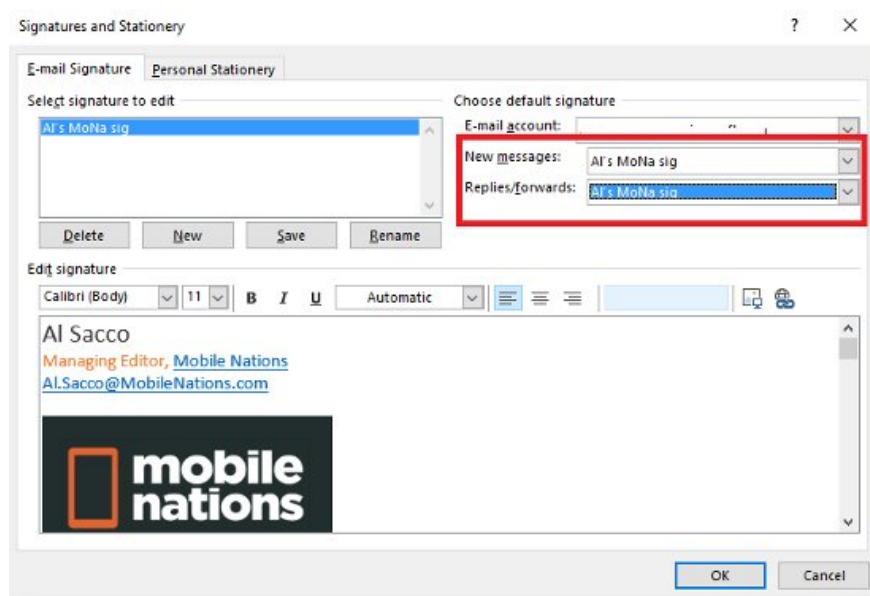
**Step 13:** With the image selected, click the **Insert Hyperlink** icon.

**Step 14:** New window appears, enter the full URL of the website in the last box. Then press **OK** .



**Step 15:** Set customizations for **New messages** and **Replies / Forward** .

1. If you want to apply a signature to all new messages, select the signature name from the drop-down menu of **New messages** .
2. If you want to use for reply or forwarding messages, in the drop down menu select the signature name of **Replies / Forward** .
3. Furthermore, if you do not want to apply a signature to a new message, reply message or forwarding, select (**none**) for the appropriate menu.



**Step 16:** After setup is complete, press the **Save** button below.

**Step 17:** Finally, select **OK** at **Signatures and Stationery** to save the changes.

When opening a new mailbox, reply or forwarding, the signature automatically appears at the bottom of the page.

