

# How to create a signature in Outlook to make your emails look more professional

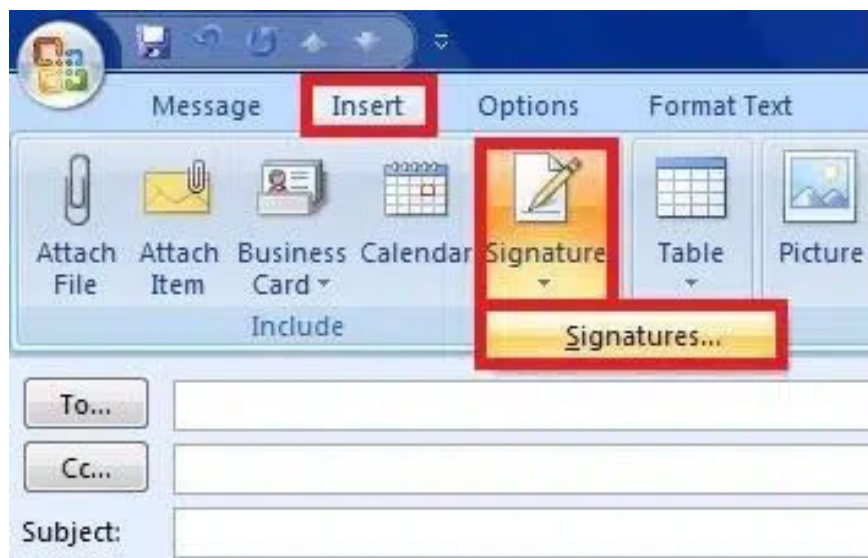
This way to create a signature in Outlook can be applied to Outlook 2010, 2013, 2016, 2019 versions. Signatures in Outlook can attach links as well as company logos. You can choose and create a custom style with the detailed instructions below.

## Create and add email signatures in Outlook 2007

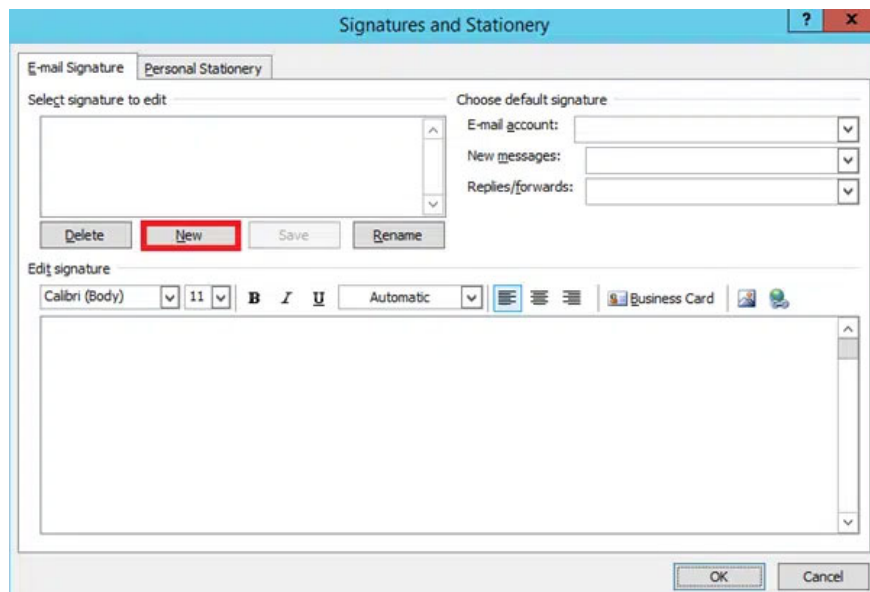
Using Outlook's Signature feature will add a personal signature to all your emails so you don't have to re-enter the same information in all your emails. The following steps will help you do this.

### Create a signature

1. From the **Tools** menu , select **Options**. The **Options** dialog box will appear.
2. Select the **Mail Format** tab .
3. In the **Signatures** section , click **SIGNATURES**. The **Signatures and Stationery** dialog box will appear.



4. To create a new signature, click **NEW**. The **New Signature** dialog box will appear.



5. In the **Type a name for this signature** text box , enter a short descriptive name for the signature.

6. Click **OK**.

7. In the **Edit signature** section, enter your signature.

8. (Optional) To format text in **Signature** , from the pull-down menu, make any desired changes

**NOTE** : You can add a photo and link to your signature by clicking the **ADD PICTURE** or **ADD HYPERLINK** button located on the far right of the **Edit signatures** section .

9. Click **Save** to save. Your signature will be saved.

**NOTE** : If there is only one signature, nso becomes the default signature for new emails.

10. Click **OK**. You are returned to the **Options dialog box**.

11. Click **OK**. **The Options** dialog box closes.

## Assign a default signature

If you used the Signature feature to create multiple signatures, use the following instructions to set a default signature. A default signature is added to all your new outgoing messages. Signatures placed in the **Replies/forwards** drop-down list will be added to your outgoing and forwarded emails instead of the default signature. You can also apply any signature you created to just one message.

1. From the **Tools** menu , select **Options**. **The Options** dialog box will appear.

2. Select **the Mail Format tab**.

3. In the **Signatures** section , click **Signatures**. **The Signatures and Stationery** dialog box will appear.

4. In the **Choose default signature** section, from the **New messages** drop-down list , select the signature you want to put on your newly sent messages

**5. From the Replies/forwards** drop-down list , select the signature you want to place on your outgoing and forwarded replies

**NOTE** : If you do not select a signature from the **Replies/forwards** drop-down list , it will not automatically add any signatures to your outgoing or forwarded replies.

6. Click **OK**. The **Signatures and Stationery** dialog box closes.

7. Click **OK**. The **Options** dialog box closes.

## **Add a signature to a specific email**

Although the default signature can be used, it is also quite simple to add a specific signature to a specific email without changing the default signature. You may want to do this if a signature is only required in rare cases.

1. Create email.

2. If you need to delete an existing signature:

1. Select Signature text .
2. Press [**Delete**]

3. Place the insertion point where you want the new signature to appear

4. On the **Insert** tab , select **Signature** , and then select the desired signature

OR

On the **Message** tab , in the **Include** group , click **Signature** and select the desired Signature to be inserted.

5. When ready to send the email, click **SEND**. Your email will be sent.

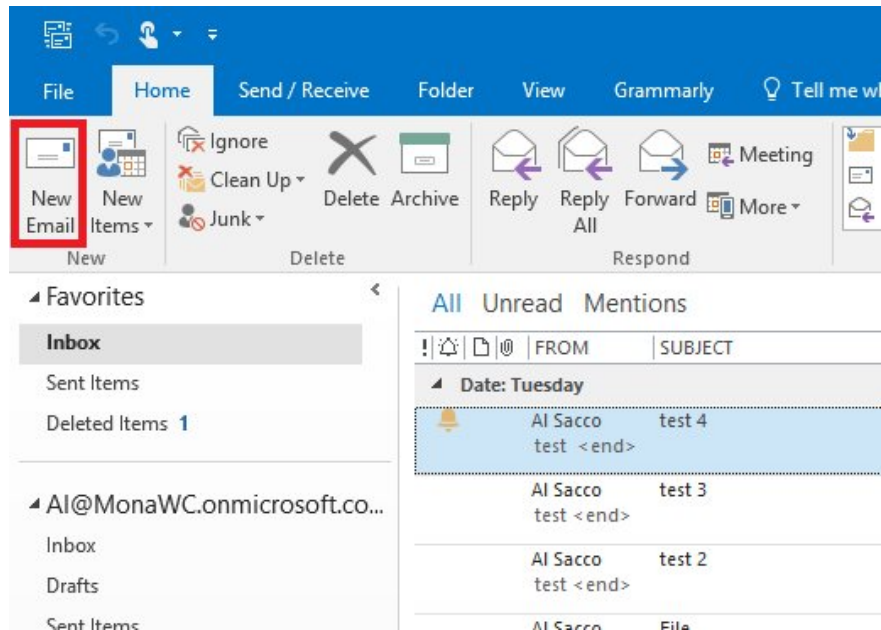
## **Create and add email signatures in Outlook 2010 - 2019**

The way to create a signature in Outlook below can be applied to Outlook 2010, 2013, 2016, 2019 versions.

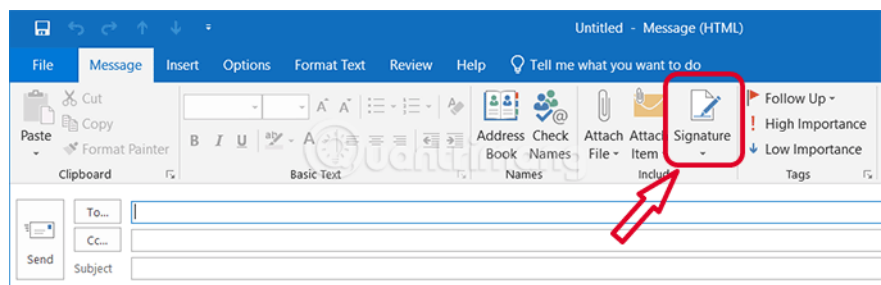
To add a signature to emails in Outlook, follow these steps:

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

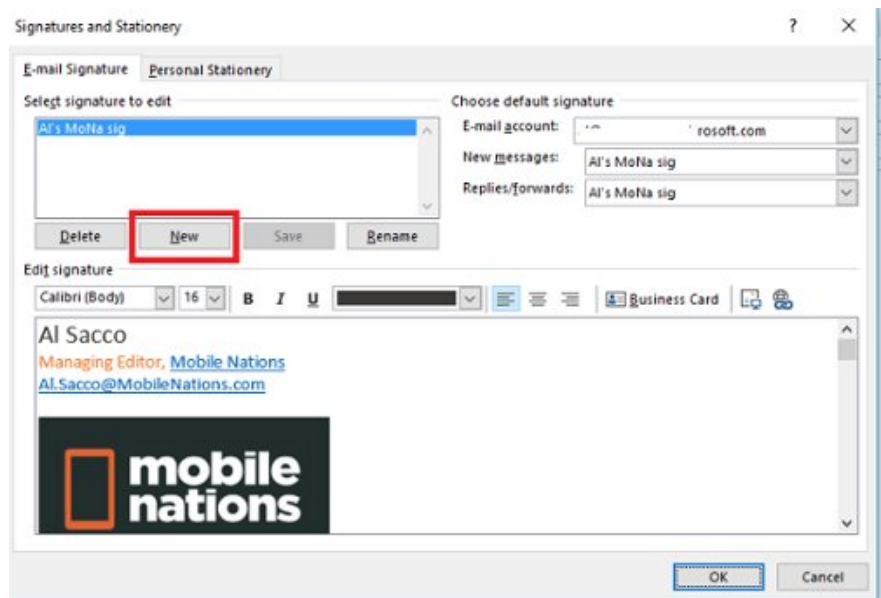
**Step 2:** Click **New Email** in the top left corner of the screen.



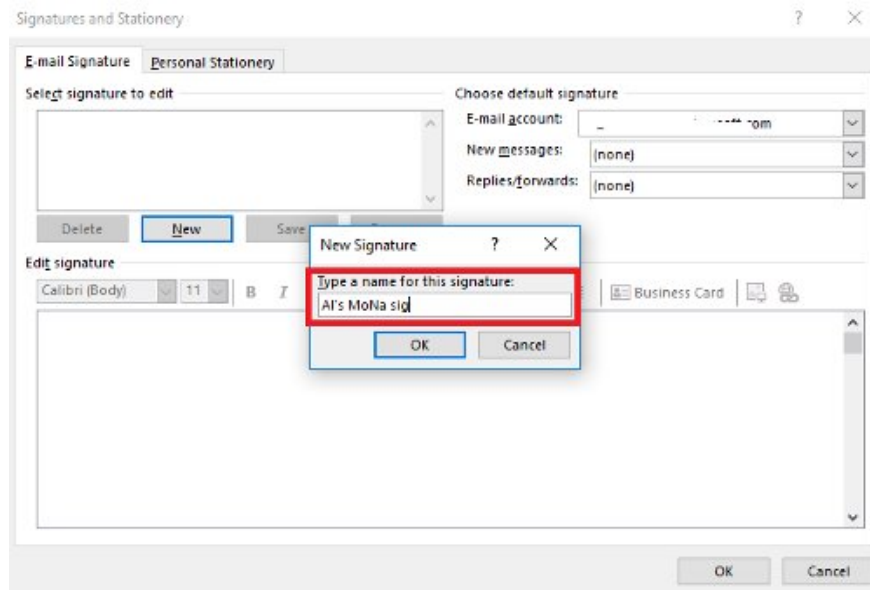
**Step 3:** A new mailbox appears, click **Message** and select **Signature** in the **Include** section .



**Step 4:** In **Email signature** , click **New** .



**Step 5:** In the **Type a name for this signature** section , enter the name of the signature.

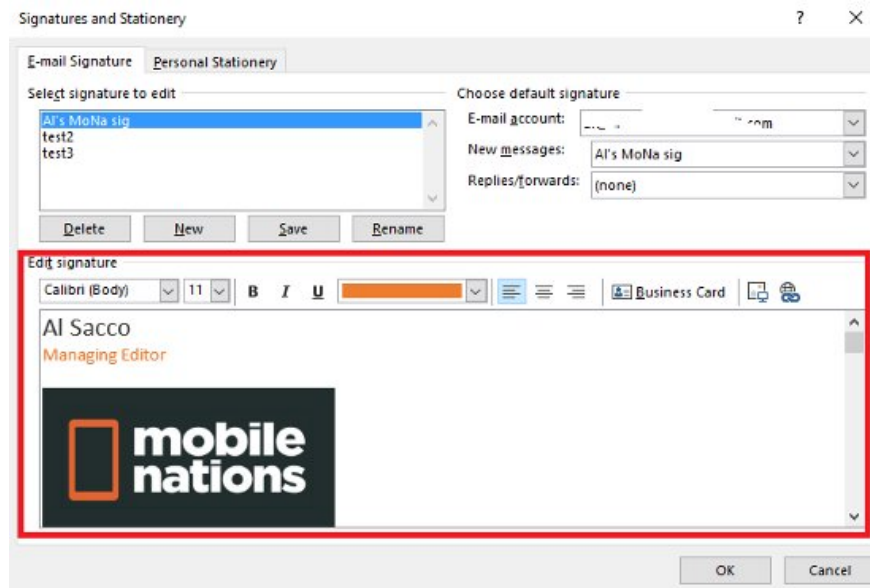


**Step 6:** Click **OK**

**Step 7:** On the next screen, highlight the signature name in the **Select Signature to Edit** section .

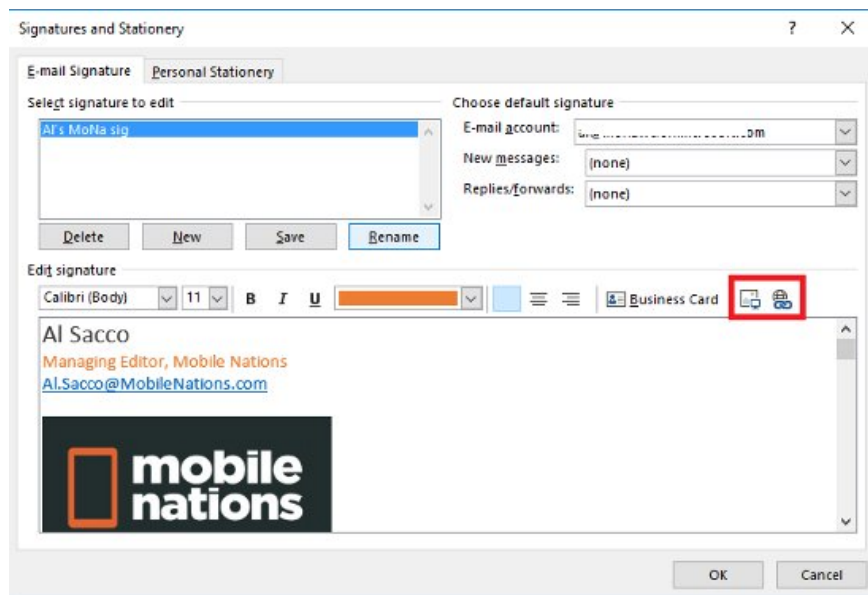
**Step 8:** In the large blank box below Edit Signaute, enter your name, title, company name, email address, social network information or other personal information you want to appear in the new signature.

1. Below Edit signature, there are different font options and format customization. You can create rich patterns and borders to create uniqueness.



**Step 9:** Add a custom image such as a company logo, determine the location where you want to insert the image and click the **Insert picture** icon .

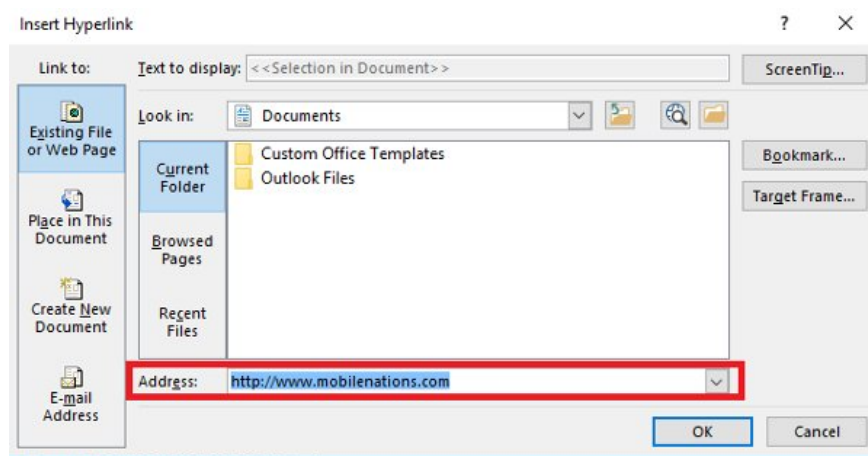
**Step 10:** Select the image in your computer's file browser and select **Insert** .



**Step 11:** To insert the website link into the image or logo, or any text in your signature. First, highlight the image or text you want to insert.

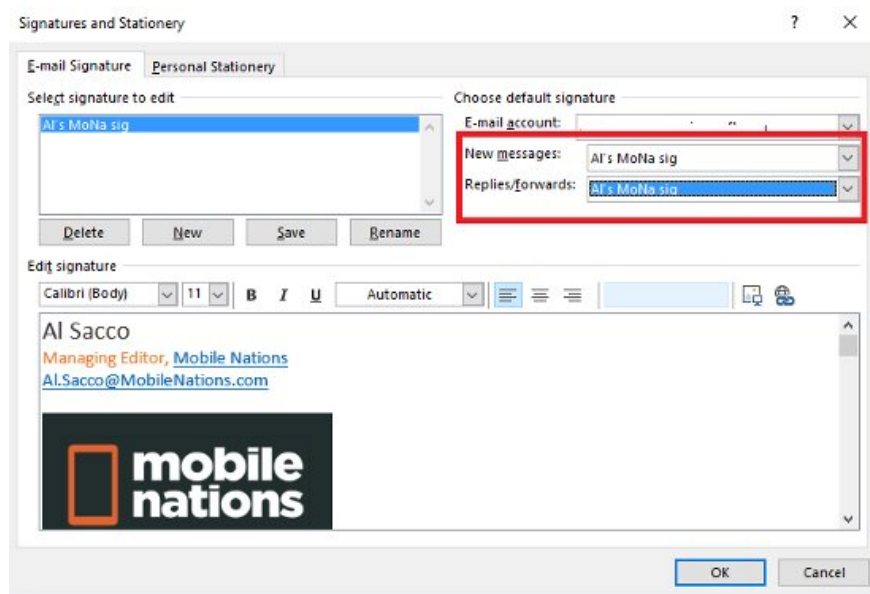
**Step 12:** With the image selected, click the **Insert Hyperlink** icon .

**Step 13:** A new window appears, enter the full URL of the website in the last box. Then press **OK** .



**Step 14:** Set customizations for **New messages** and **Replies/Forward** .

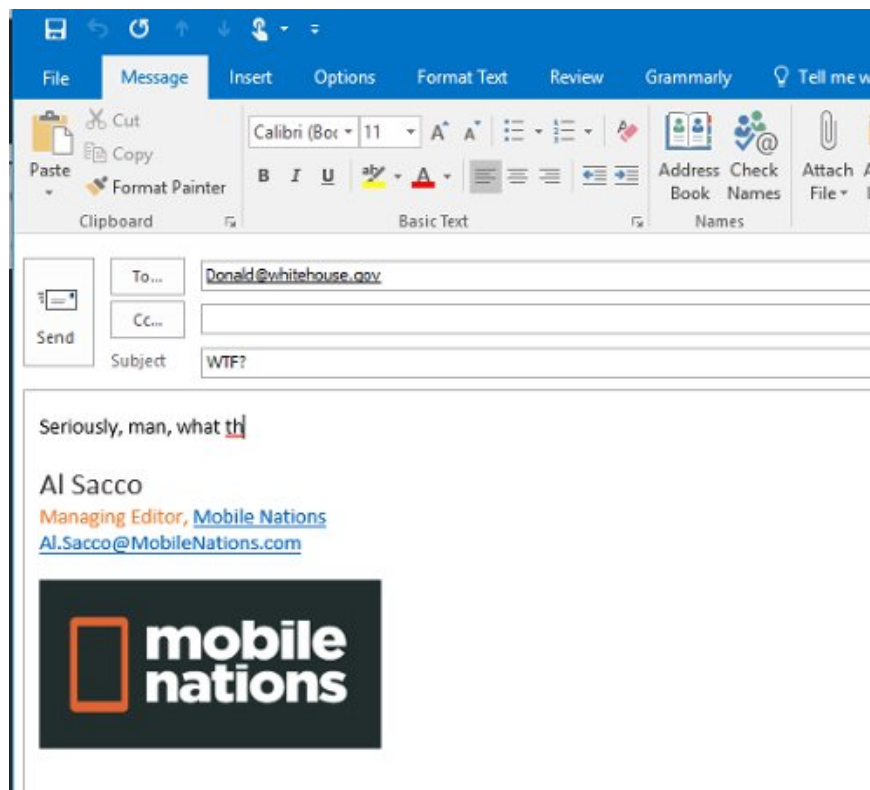
1. If you want to apply the signature to all new messages, select the signature name from the **New messages** drop-down menu .
2. If you want to use it for reply or forward messages, in the drop-down menu select the signature name of **Replies/Forward** .
3. Furthermore, if you do not want to apply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



**Step 15:** After setting up, press the **Save** button below.

**Step 16:** Finally, select **OK** in the **Signatures and Stationary** box to save the changes.

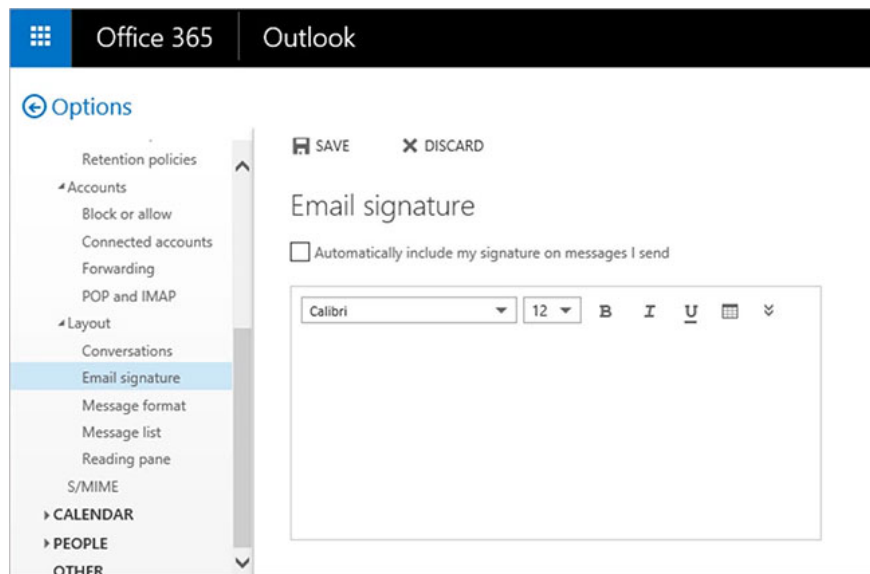
When you open a new mailbox, reply, or other forward, the signature automatically appears at the bottom of the page.



## How to add a signature in the Outlook 365 web app

1. Click the gear icon in the top right corner of Outlook 365.

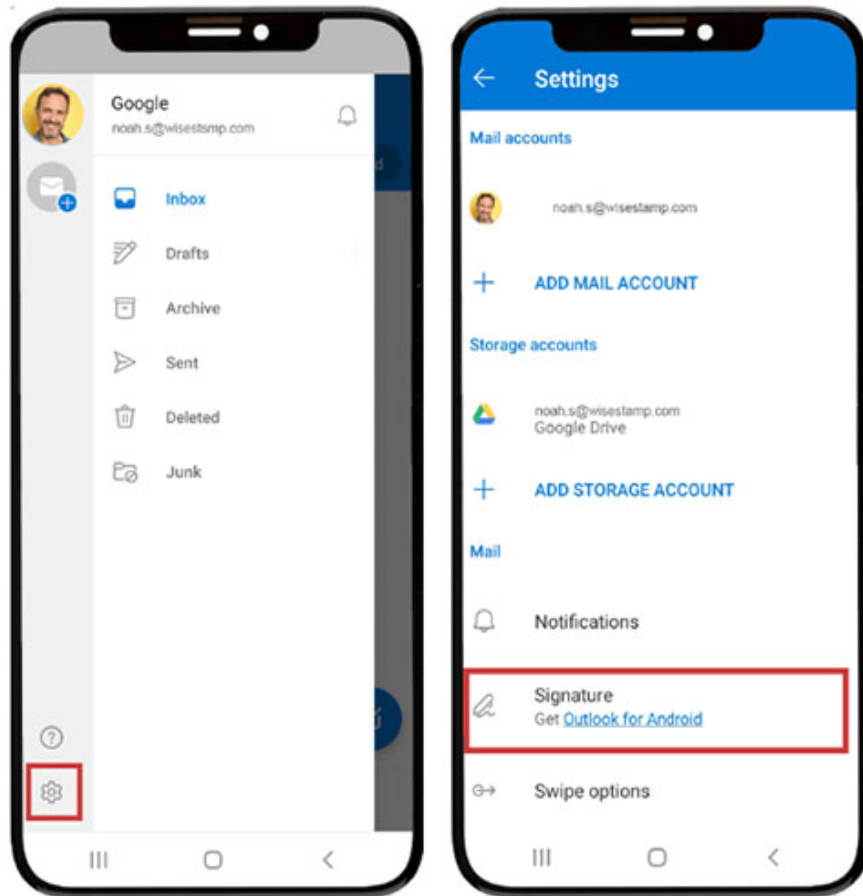
2. Enter '**signature**' in the search box at the top of the Settings panel.
3. Select the "**Email signature**" result .
4. Create a new signature using the in-app signature editor.



5. Click '**Save**' when you're done.

## **How to add a signature on the Outlook mobile app**

1. Start your Outlook mobile app on Android or iOS.
2. Tap your account image in the top left corner.
3. Tap the gear icon at the bottom left to open Outlook settings.
4. Click **Signature** to open the signature settings.



5. Enter your information in an organized manner.

6. Tap the check mark at the top right to complete setup.

So you have finished creating a signature in Outlook. You can add many different signatures to use for different partners with the same operations as above.

## How to edit signature in Outlook

Whether you're using the desktop version of Outlook or Outlook.com, it's easy to update your signature. Here's how to change the signature in Outlook:

### Change email signature in Outlook for Windows

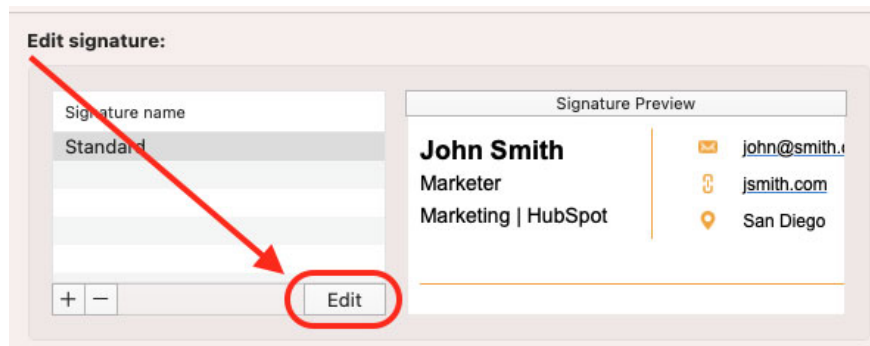
If you're using Outlook for Windows:

1. Open Outlook and click the **File tab**.
2. Click **Options** then select **Mail**.
3. Scroll down to the **Signatures** section and click the **Edit button**.
4. Make your changes in the Signature Editor and then click **OK**.
5. Your changes will be saved automatically.

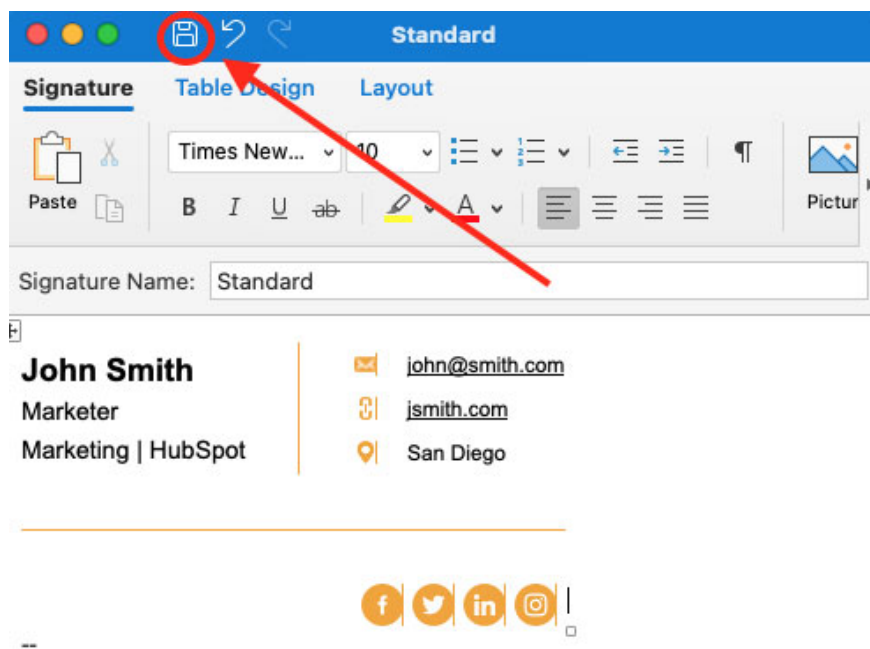
### Update signatures in Outlook for Mac

If you're using Outlook for Mac:

1. Open Outlook and go to the **Preferences** menu.
2. Click the **Signatures** tab and then select the signature you want to edit under **signature name**.
3. Click **Edit** and make your changes

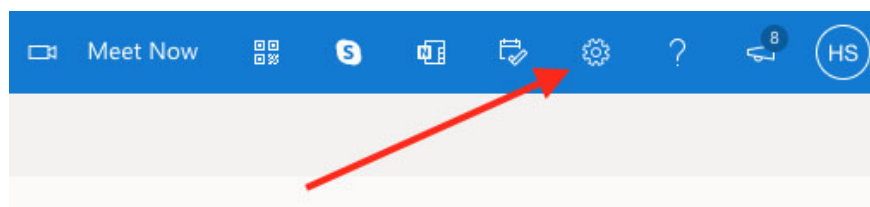


4. Click the **Save** icon to save your changes and then close the window.

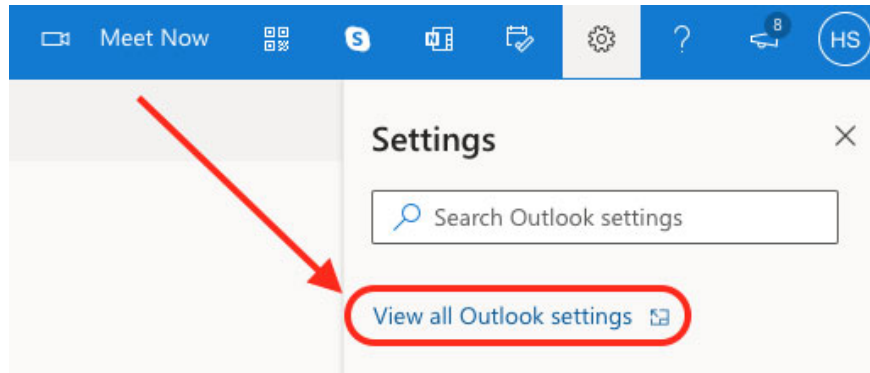


## Change your signature in Outlook 365

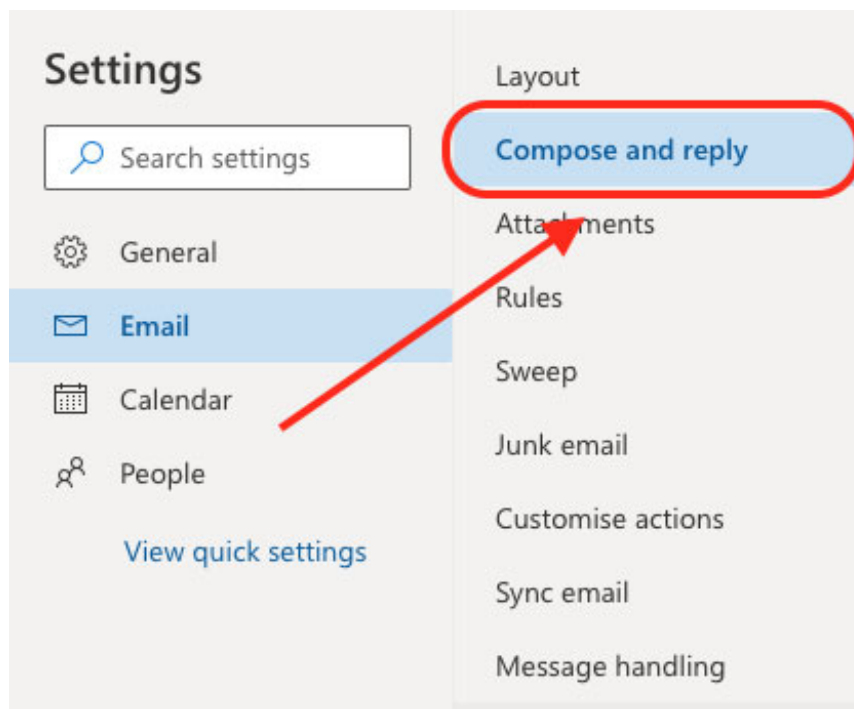
1. Sign in to your Outlook account and click the gear icon in the upper right corner.



2. Select **View all Outlook settings** from the drop-down menu.



3. Click **Email** in the left sidebar, then click **Compose and Reply** .



4. Under **Signature** , enter changes to your signature in the text box provided.

5. Scroll to the bottom of the page and click **Save** to save your changes.

Updating your signature in Outlook is a quick and easy process that takes only a few minutes to complete. Whether you're using the desktop version, Outlook.com, or Outlook on the web, you can easily update your signature to reflect any changes.

You finished reading the article "**How to create a signature in Outlook to make your emails look more professional**" 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.

---

