

How to Create a signature for messages

1. From the main Microsoft Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Compose in this message format** list, click the message format that you want to use the signature with.
3. Under **Signature**, click **Signatures**, and then click **New**.
4. In the **Enter a name for your new signature** box, enter a name.
5. Under **Choose how to create your signature**, select the option you want.
6. Click **Next**.
7. In the **Signature text** box, type the text you want to include in the signature.

You can also paste text to this box from another document.

8. To change the paragraph or font format, select the text, click **Font** or **Paragraph**, and then select the options you want. These options are not available if you use plain text as your message format.
9. To add an electronic business card — vCard — to the signature, under **vCard options**, select a vCard from the list, or click **New vCard from Contact**.
10. Click **Finish** when you are done editing the new signature.

Once you've created a signature, you can [insert a signature](#) in a message.

Automatically insert a signature in all new messages or in all messages that you reply to or forward

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2. In the **Compose in this message format** list, click the message format that you want to use the signature with.
3. Under **Signatures**, select an e-mail account, and then choose the signatures that you want to use for new messages and for replies and forwards. You can use a different signature for each.