# How to Create and add a signature to messages

In Outlook, you can create personalized signatures for your email messages. You can include text, images, your electronic business card, a logo, or even an image of your handwritten signature. You can set it up so that signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

1. Create a new email message.
2. On the **Message** tab, in the **Include** group, choose **Signature** > **Signatures**.

3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Choose default signature**, set the following options for your signature:
   o In the **E-mail account** list, choose an email account to associate with the signature. You can have different signatures for each email account.
   o In the **New messages** list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of **(none)**.
   o In the **Replies/forwards** list, choose the signature that you want to be added automatically (auto sign) when you reply to or forward messages. Otherwise, accept the default option of **(none)**.
5. Under **Edit signature**, type the *signature*, and then choose **OK**.
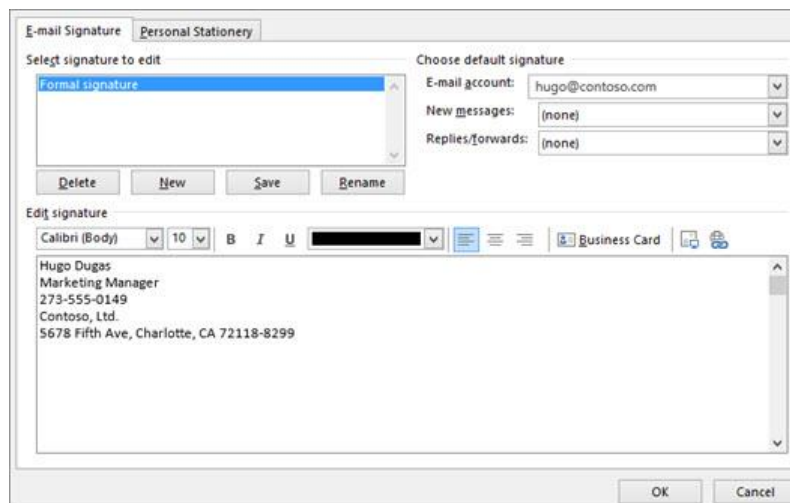
   Notes:

   o You can create a signature block like the one in the screenshot. Add more information, such as a job or position title and a telephone number, beneath your name (signature).

- o You can change the appearance of any text you add by using the mini formatting toolbar above the text box. You can also add social media icons and links. For more information, see Insert hyperlinks to Facebook and Twitter in your email signature.
- o Once you create your signature, Outlook doesn't add it to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message.

Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

1. In your email message, in the **Include** group on the ribbon, select **Signature**.
2. Choose your signature from the fly-out menu that appears.

   Note: If you have more than one signature, you can switch between them by choosing the appropriate signature from the fly-out menu in Step 2.

Create a signature

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

2. On the **E-mail Signature** tab, click **New**.
3. Type a name for the signature, and then click **OK**.
4. In the **Edit signature** box, type the text that you want to include in the signature.
5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
6. To add elements besides text, click where you want the element to appear, and then do any of the following:

Options	How to
To add an electronic business card	Click **Business Card**, and then click a contact in the **Filed As** list. Then click **OK**
To add a hyperlink	Click **Insert Hyperlink**, type in the information or browse to a hyperlink, click to select it, and then click **OK**
To add a picture	Click **Picture**, browse to a picture, click to select it, and then click **OK**. Common image file formats for pictures include .bmp, .gif, .jpg, and .png.

7. To finish creating the signature, click **OK**.

Note: The signature that you just created or modified won't appear in the open message; it must be inserted into the message.

Add a signature to messages

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

Note: Each message can contain only one signature.

Insert a signature automatically

1. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

2. Under **Choose default signature**, in the **E-mail account** list, click an email account with which you want to associate the signature.
3. In the **New messages** list, select the signature that you want to include.
4. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, click **(none)**.

Insert a signature manually

- In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.

Tip: To remove a signature from an open message, select the signature in the message body, and then press DELETE.