

## Microsoft Outlook 2013: Working with Signatures

An Outlook email Signature is a block of text that you use to identify yourself, which often includes contact information. These Signatures can then be saved and set to automatically apply to new messages, replies and forwards, so that you don't need to retype them every time. Outlook supports multiple Signatures. You can establish a default signature that you want to use most of the time, but you can also set other Signatures to be applied in certain circumstances.

### Signature Guidelines

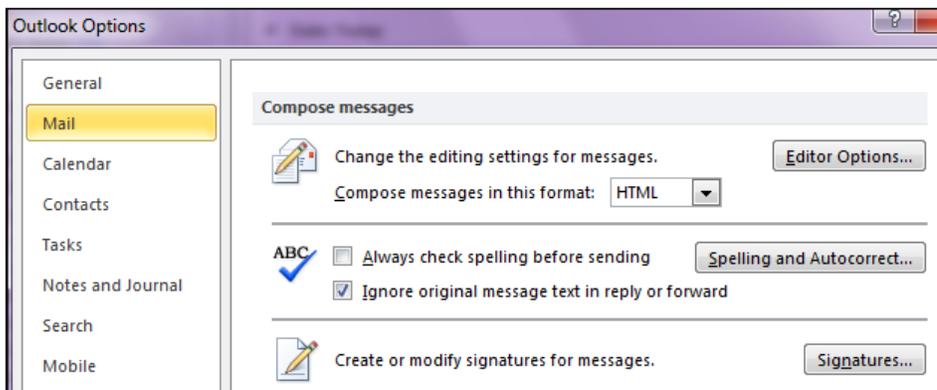
Using Outlook Signatures is a way of adding a creative or personal touch to your messages. Reviewing the following guidelines will help you to decide what is and is not appropriate.

- Limit the length of the Signature to 4-6 lines.
- Include contact information about yourself. Examples include: phone number, address, and full name. Some people also include the department and organizations that they belong to.
- Avoid using the **Tab** key to align text. The spacing may look different or uneven on others' displays. Instead, use dashes or commas to separate text phrases.

### Creating Signatures

Using Outlook's Signature feature adds a personal signature to all of your messages so you do not have to repeatedly type the same information in all of your emails. The following steps will take you through the basics.

1. Select the **File** tab, **Options**. The **Outlook Options** dialog box appears.
2. Select the **Mail** Category. In the **Create or modify Signatures** for message, click the **Signatures** button.



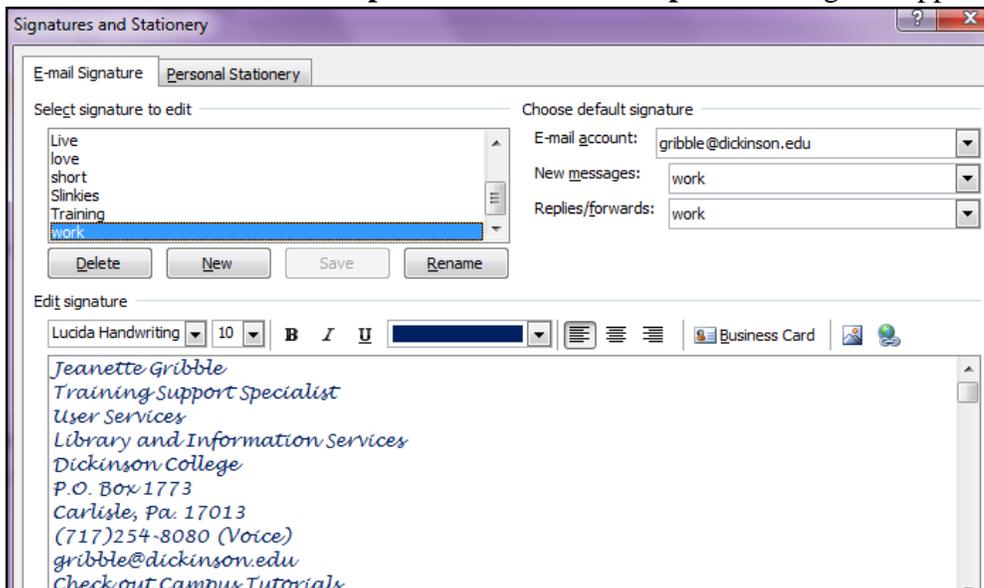
3. The **Signatures and Stationery** dialog box appears.
4. To create a new Signature, click **New**. The New Signature dialog box appears.

5. In the Type a name for this signature, & a short descriptive name for the Signature then click **OK**
6. In the Edit signature section, type your signature (include spaces and returns as appropriate)
7. To format the text of your Signature, from the pull-down menus, make any desired changes  
 You can add pictures and links to your signature by clicking the Add Picture  or Add Hyperlink  buttons located at the far right of the Edit signatures section.
8. Click **Save**. Your Signature is saved. If there is only one Signature, it is assumed that it should be the default Signature for new messages.
9. Click **OK**. You are returned to the **Outlook Options** dialog box. Click **OK**. The dialog box closes.

### Assigning a Default Signature

If you have used the Signature feature to create multiple signatures, use the following instructions to set a default. The default Signature is added to all of your new outgoing messages. Signatures set in the **Replies/forwards** pull down list will be added to your outgoing replies and forwards instead of the default Signature. You can also apply any Signature you've created to only a single message. To do this, see Adding a Signature to a Specific Message below.

1. Click on the **File** tab, then **Options**. The **Outlook Options** dialog box appears.



2. Select the **Mail** Category. In the **Create or modify Signatures for message**, click the **Signatures** button. The **Signatures and Stationery** dialog box appears.
3. In the Choose default signature section, from the **New messages** pull-down list, select the Signature you wish to be placed on your outgoing new messages
4. From the **Replies/forwards** pull-down list, select the Signature you wish to be placed on your outgoing replies and forwards. If you do not select a Signature

from the Replies/forwards pull-down list, it will not automatically add any signature to your outgoing replies or forwards.

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

### **Adding a Signature to a Specific Message**

Although a default Signature may be in use, it is quite simple to add a particular Signature to a specific message without changing the default Signature.

1. Create the message. If necessary, to delete the existing Signature by selecting the Signature text & press **Delete** key.
2. Place your insertion point where you want the new Signature to appear
3. On the **Insert** tab, select **Signature**, select the desired **Signature**, or on the **Message** tab, in the **Include** group, click **Signature**, select the desired Signature. The Signature is inserted. When ready to send your message, click **Send**. Your message is sent.

### **Modifying Your Signature**

As time passes, or if there is a mistake, you may wish to change your Signature.

1. Click the **File** tab, **Options**. The **Outlook Options** dialog box appears.
2. Select the **Mail** Category. In the **Create or modify Signatures for message**, click the **Signatures** button. The **Signatures and Stationery** dialog box appears. The Signatures and Stationery dialog box appears.
3. From the **Select signature to edit** scroll list, select the Signature you want to edit.
4. In the **Edit signature** section, make the appropriate changes to the Signature
5. Click **OK**. The **Signatures and Stationery** dialog box closes.
6. Click **OK**. The **Outlook Options** dialog box closes.

### **Deleting Your Signature**

If you decide that you no longer want to have any signature, or want to delete one that you no longer use, you can delete a selected Signature.

1. Click the **File** tab, **Options**. The **Outlook Options** dialog box appears.
2. Select the **Mail** Category. In the **Create or modify Signatures for message**, click the **Signatures** button. The **Signatures and Stationery** dialog box appears. The Signatures and Stationery dialog box appears.
3. From the **Select signature to edit** scroll list, select the Signature you want to remove. Press the **Delete** key. A confirmation dialog box appears.
4. To delete your selected Signature, click **Yes**  
To cancel and return to the **Signatures and Stationery** dialog box, click **No**
5. Click **OK**. The **Signatures and Stationery** dialog box closes.
6. Click **OK**. The **Outlook Options** dialog box closes.