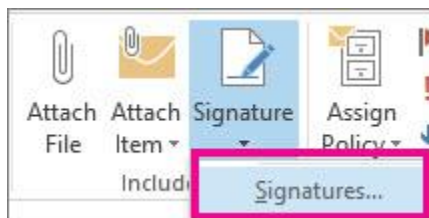
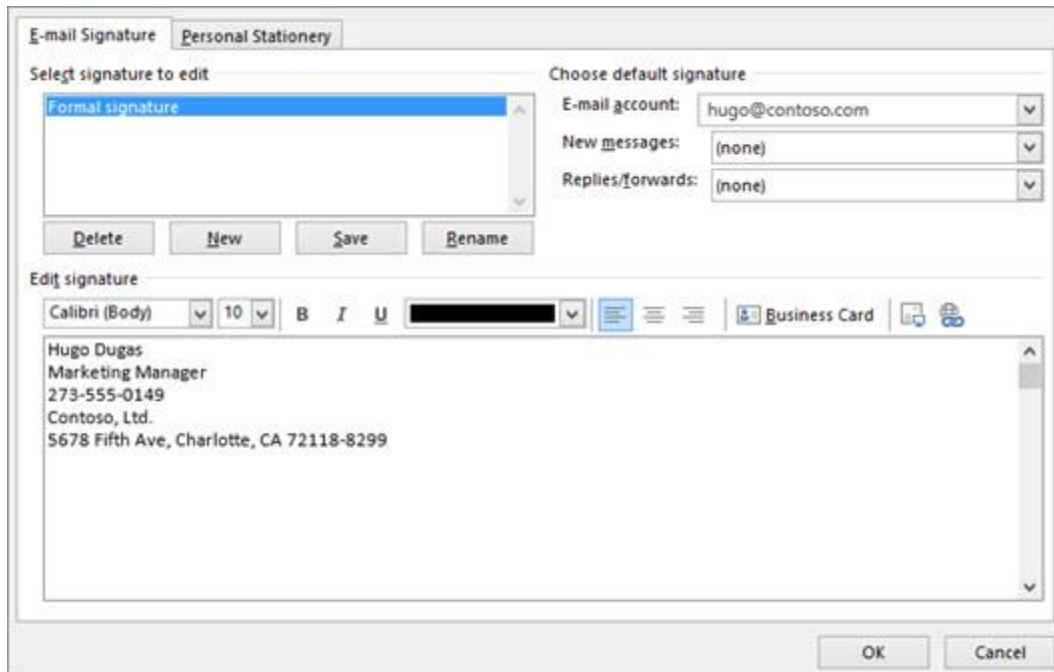


Add and set up a signature to appear automatically in every email you send

1. On the **Home** tab, choose **New Email**.
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**, do the following:
 - In the **E-mail account** list, choose an email account to associate with the signature.
 - 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 email messages, accept the default option of **(none)**.
 - 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: 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).

You can change the appearance of any text you add by using the mini formatting toolbar above the text box. For more ideas about how to customize your signature, see [creating a custom email signature in Outlook](#).