

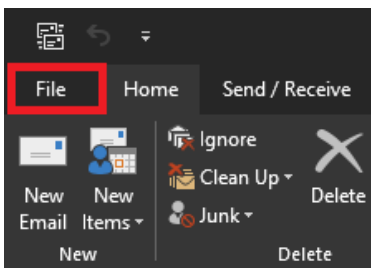
How to create a signature in Outlook

When you want to have a customized signature in your emails.

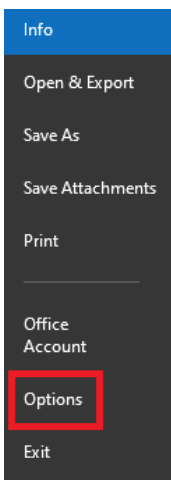
Click on images to enlarge.

Creating a signature in the desktop app.

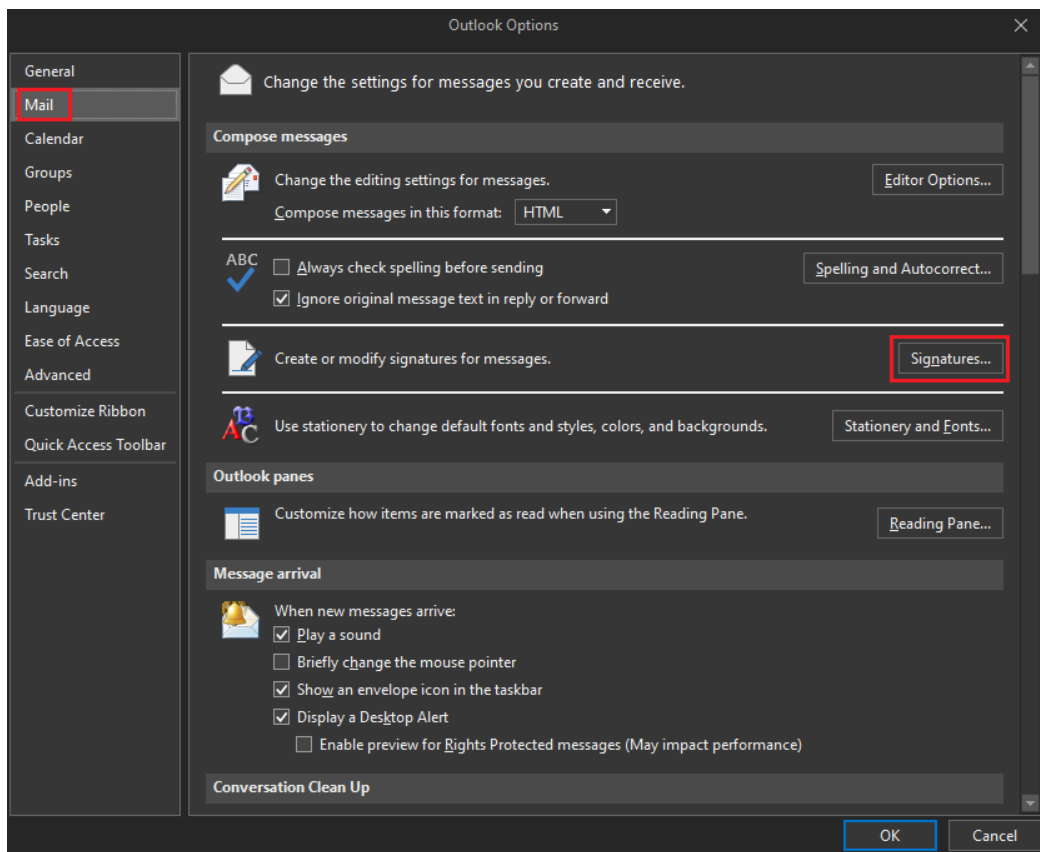
1.) After opening the Outlook desktop app, select the **File** tab.



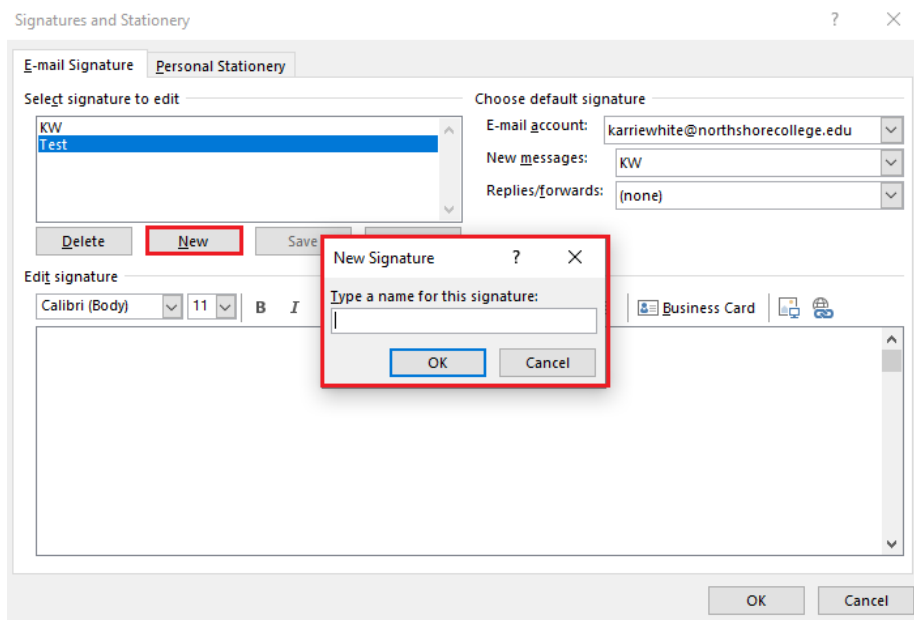
2.) Click on **Options**.



3. Click on **Mail** then click on **Signatures**.



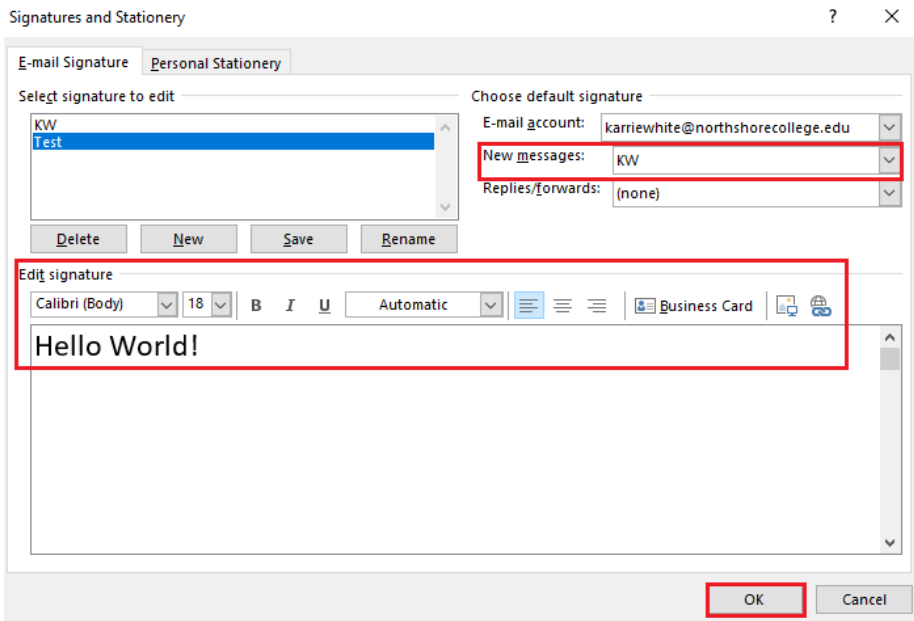
4. Click **New** and type what you want the signature to be called then **OK**.



5. Write your message in the **Edit signature** box.

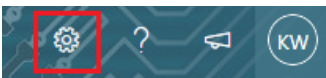
Note: Make sure you use the drop down box for **New messages:** to select the signature you want to use. You can also choose to have it for replies and forwards as well.

6. Click **OK**.

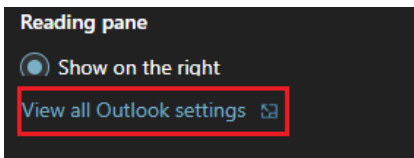


Creating a signature in the web app.

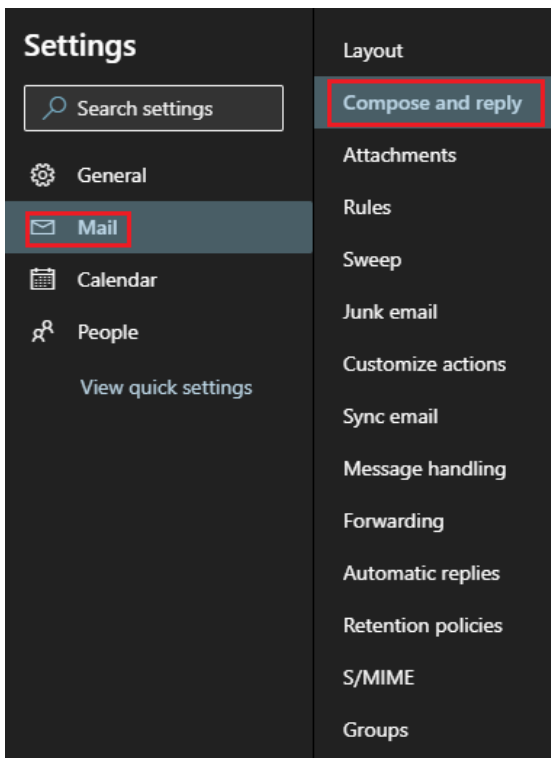
1.) Sign into Gatormail like normal. At the top right corner, select the **Settings** icon.



2. At the bottom of the newly opened panel, click **View all Outlook settings**.



3. Select **Mail** then select **Compose and reply**.



4. Click + **New signature**.
5. In **Edit signature name** create a name to identify your signature.
6. Create your message for the signature.
7. Make sure you use the drop down box for **New messages:** to select the signature you want to use. You can also choose to have it for replies and forwards as well.
8. Click **Save**.

Compose and reply

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

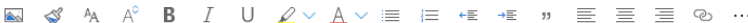
+ New signature

4

Edit signature name

5

6



Select default signatures

For New Messages:

(No signature)

7

For Replies/Forwards:

(No signature)

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

8

Save

Discard

Revision #4

Created 20 October 2022 16:17:00 by Karrie White

Updated 25 October 2022 19:43:00 by Karrie White