

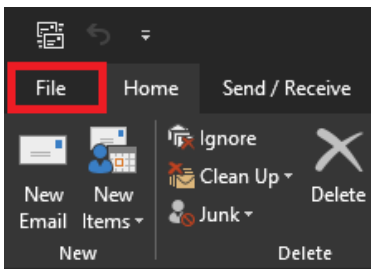
# How to create a signature in Outlook

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

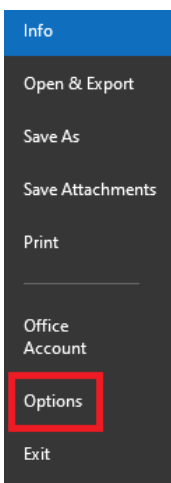
Click on images to enlarge.

## Creating a signature in the desktop app.

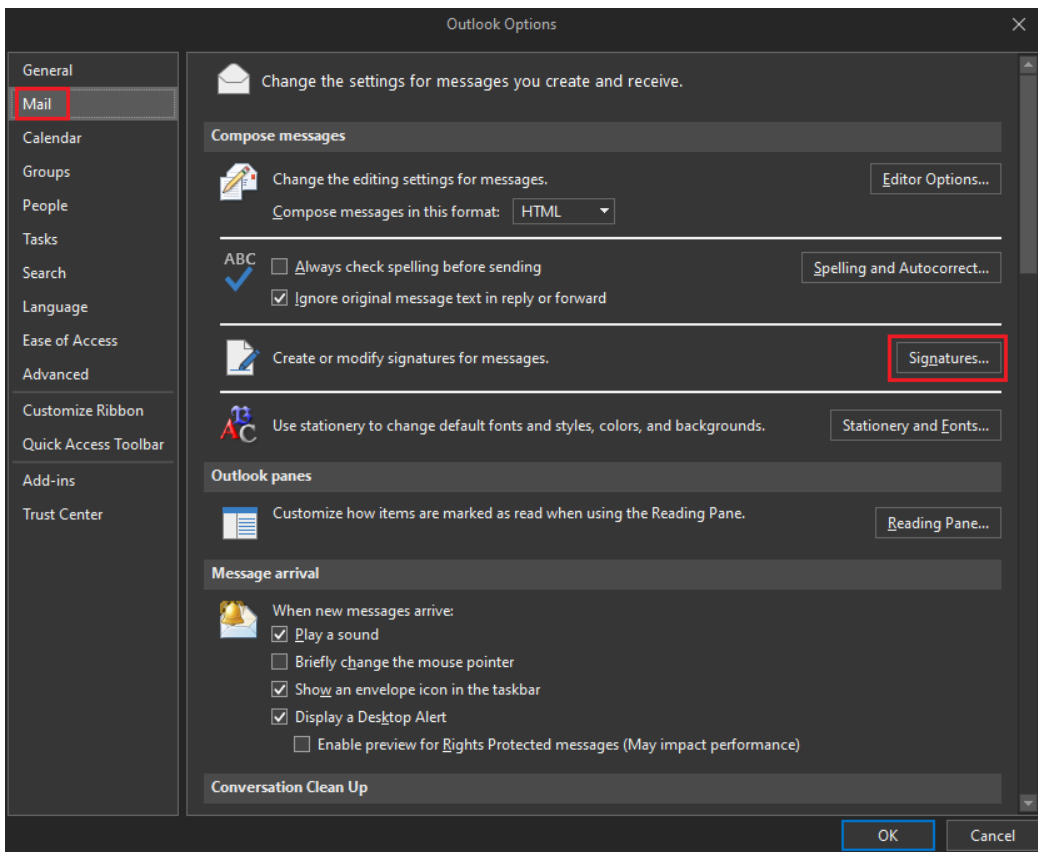
1.) After opening the Outlook desktop app, select the **File** tab.



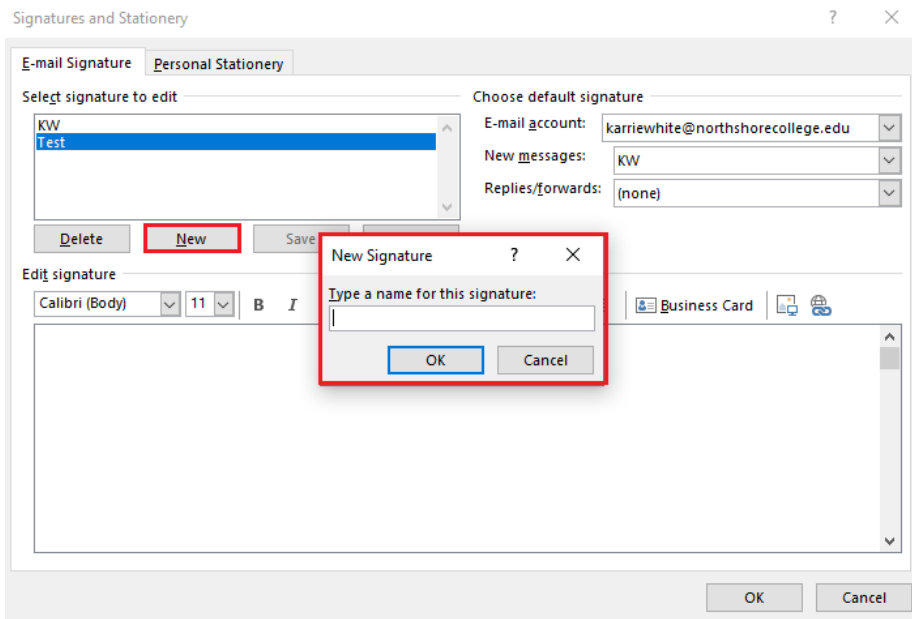
2.) Click on **Options**.



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



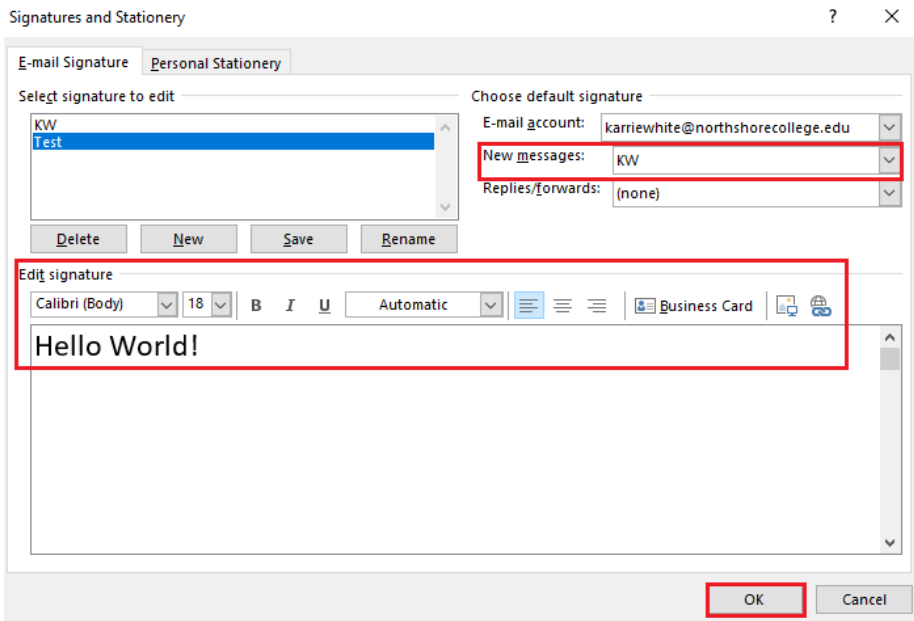
4. Click **New** and type what you want the signature to be called then **OK**.



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**.

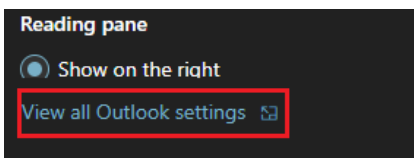


## Creating a signature in the web app.

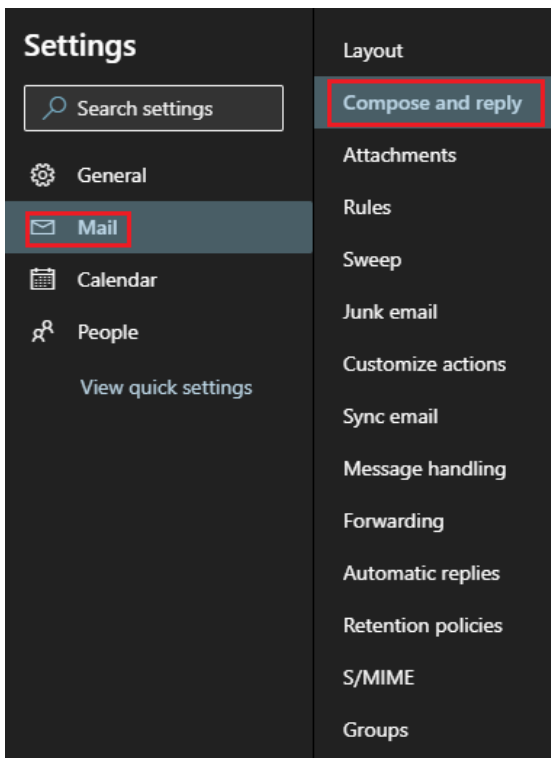
1.) Sign into Gatormail like normal. At the top right corner, select the **Settings** icon.



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

X

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

A rich text editor toolbar containing icons for inserting images, drawing shapes, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote, decrease indent, increase indent, link, unlink, and more options.

Select default signatures

For New Messages: (No signature) v 7

For Replies/Forwards: (No signature) v

Message format

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

8 Save Discard

Revision #4

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