Creating an AutoSignature in Outlook

When composing or replying to emails, Outlook can automatically include your signature information (i.e. Name, Dept., Company, etc…) at the bottom of a new e-mail.

Step-by-Step

1. Run Outlook

2. Click **Tools**; then **Options** and you will see the following window:

3. Click the **Mail Format** tab, which produces the following window:
4. On the above window, Click **Signatures** (near the bottom).

You will next see the **Create Signature** window, as shown below:

5. In the above window, click on **New** which produces the following screen:
6. In ‘**Enter a name for your new signature:**’ type a name that will distinguish this particular signature from any additional signatures you may create. In the example below, a generic example ‘USERNAME signature’ is used. Click **Next**; you will see the window below:

7. On the empty box under Signature text (This text will be included in outgoing mail messages), Type your signature (Name, Title, Department, Company, etc…) After typing your signature, you can
change the Font, Style, Size, Color, underline words by doing the following:

Highlight a certain word(s) on the signature text and click **Font**. You will see the box below that allows you to adjust the text based on its Style, Size, Color or underline words.

![Font dialog box](image)

When you click **OK**, you will see that the word(s) were modified.

Click **OK** until you are back to Outlook.

If you want to use the same signature for your replies to emails, you can simply get back to the Mail Format tab (From Outlook, Click **Tool, Options, Mail format** or repeat steps 1-4 above). And at the bottom of the box, you will see under signature “Signature for replies and forwards:”; click the dropdown menu and select the signature that you created originally.