

Email Signatures

Here is how to add email signatures in Outlook. Signatures added to Outlook on your office computer will not automatically transfer to any other computer or to Outlook Webaccess. Instructions for adding signatures to both are given below.

Creating Signatures in Outlook on Your Office Computer

You can create multiple named signatures and then assign them to show up only on new messages (long signature?) or just on replies/forwards (short signature?). Once you have your signatures created, when you do a new email, you can actually right-click on the signature that pops into your new email and select a different signature if desired.

How to create a named signature in Outlook:

1. Go to Tools/Options.
2. Click on the "Mail Format" tab.
3. Click on the "Signatures" button at the bottom.
4. Click on the "New" button to add a signature.
5. Enter a name for your signature and then click Next.
6. Type in your signature and click Finish.
7. Click OK twice to get back to the "Mail Format" tab window.

How to assign your signature in the "Mail Format" window:

1. Click on the down-arrow next to "Signature for new messages" to select a signature for this feature.
2. Click on the down-arrow next to "Signature for replies and forwards" to select a signature for this feature.

Creating Signatures in Outlook Webaccess

You can only create one signature in Outlook Webaccess.

How to create a signature in Outlook Webaccess:

1. In Outlook Webaccess, click on Options (lower left of the screen).
2. In the "Messaging Options" section, check the box that says "Automatically include my signature on outgoing messages".
3. Click on the "Edit Signature" button.
4. Enter the text of your signature.
5. When done, click on the "Save and Close" button.