

Outlook Email Signatures

The purpose of this document is to provide users the steps necessary to create a signature block in Microsoft Outlook. Depending on how the user accesses their Email, the directions to setup signature blocks in Outlook are listed below - through the client (Outlook icon on your desktop) or through the web version of Outlook (browser based).

Client Based:

1. Open your Microsoft Outlook Email
2. Select File > Options > Mail
3. Under the *Compose messages* area select "Signatures"
4. Select New to name your signature
5. Type in the name of your Signature and select OK
6. Make sure your newly created signature is selected (highlighted) in the top left box
7. In the Edit Signature box; type the signature you want to appear
 - a. You can set the font, size and color of the signature block at this time
8. Set the signature to populated based on your preference when creating New Messages and/or Replies/Forwards
9. When finished; select OK in the Signature window and then OK in the Outlook Options Window
10. If you did not set default signatures when you completed composing a message add your signature to the bottom of the email by selecting the Signature drop down menu on the Message banner in outlook and selecting your signature name from the list

Web Based:

1. Open web browser and login to email
 - a. [Outlook \(tumwater.k12.wa.us\)](https://outlook.tumwater.k12.wa.us)
2. In the top right corner, select settings (cogwheel icon) > View all Outlook settings
3. In the list on the left side select Account > Signatures > '+ Add Signature'
4. Add your signature into the text box and check the appropriate boxes based on preference to automatically include signatures when replying and/or forwarding
5. Click 'Save' to save the signature(s) to use in the future

