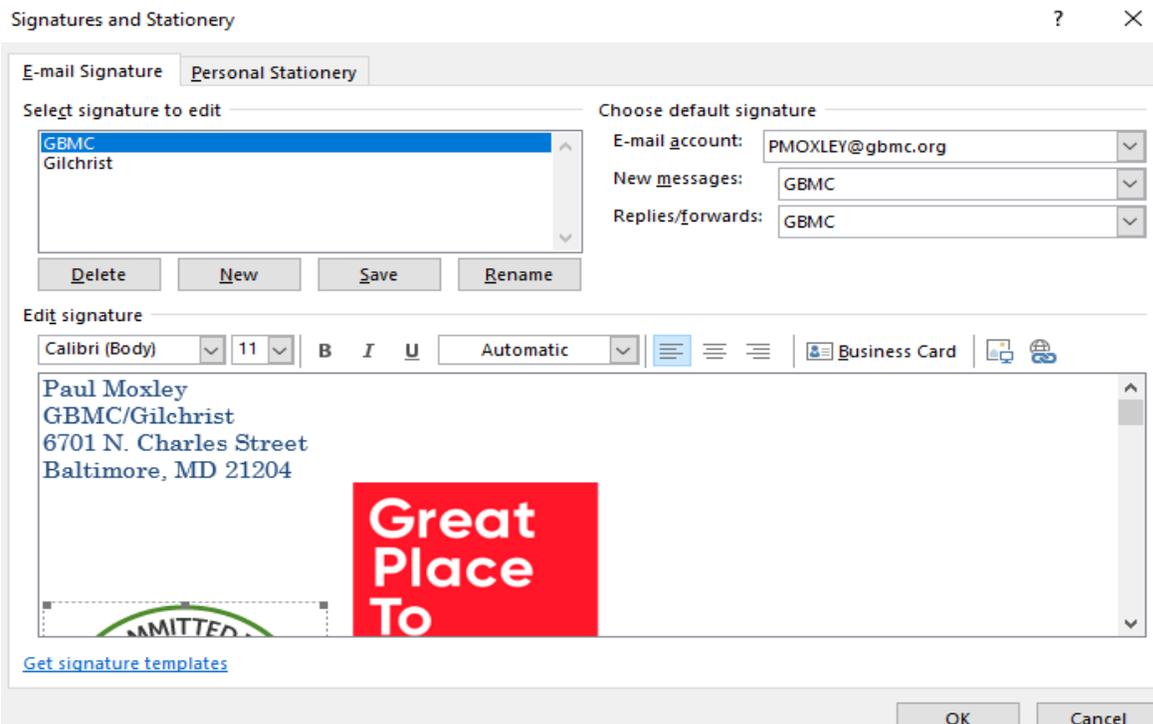
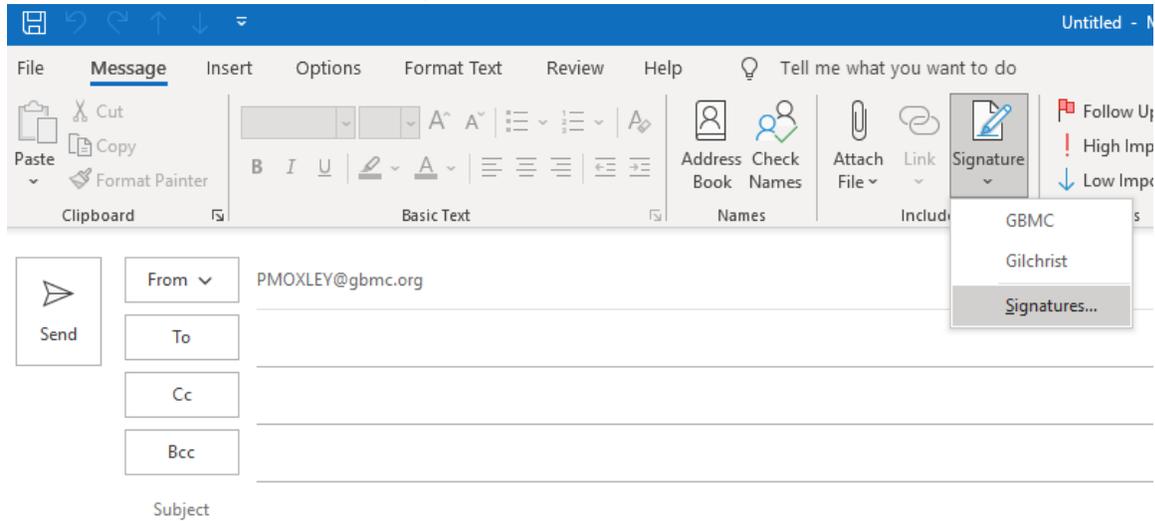
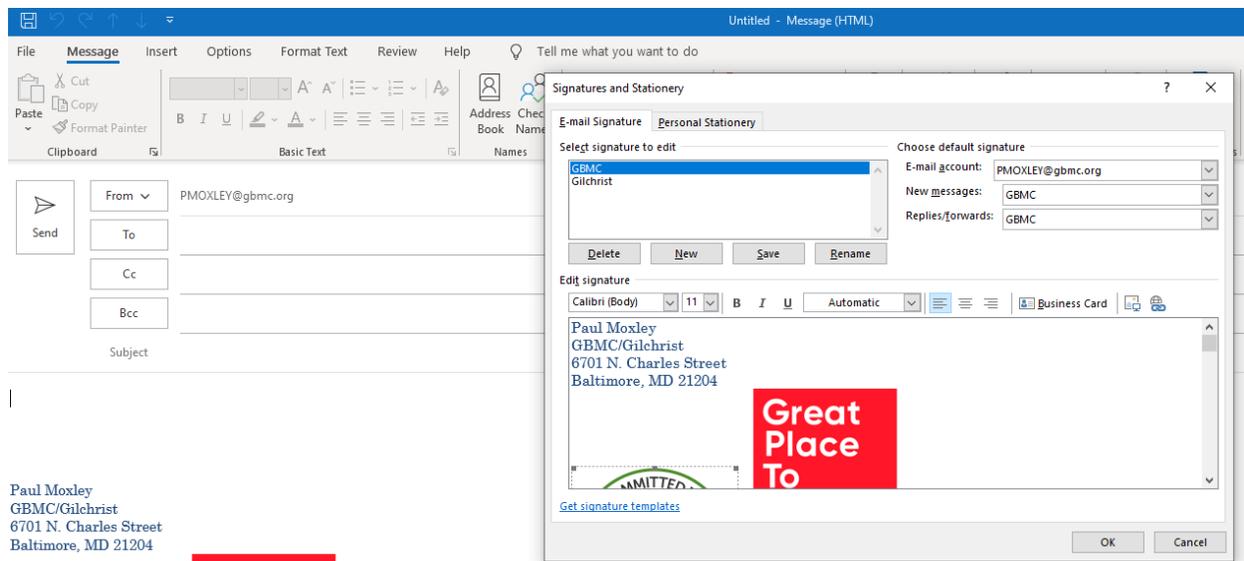


## How to create an email signature using Outlook 2016

- Select **Settings** at the top of the page.
- Select **Mail >Compose and reply**.
- Under **Email signature**, type your signature and use the available formatting options to change its appearance.
- Select the default signature for new messages and replies.
- Select **Save** when you're done.





## How to create an email signature using outlook web

- On the nav bar, choose **Settings** ⚙️ > **Options**.
- Under **Options**, choose **Settings** > **Mail**.
- Under **Email signature**, in the text box, type the *signature* you want to use. Use the formatting mini toolbar to change the appearance of the signature.
- If you want your signature to display at the bottom of all outgoing items, including replies and forwards, select **Automatically include my signature on messages I send**. If you don't select this option, you can manually add your signature to any message.
- Choose **Save**.