

## Issue Details:

Application	Version	Description of issue
Microsoft Outlook	Office 2013 Office 2010	Manually typing a signature is time-consuming and easily automated. This tech note will show you how to create, add and assign signatures to emails.

## Solution:

### How to create a signature:

1. Open a new email window by clicking the **New E-Mail** button in the **Home** tab as shown in Exhibit 1.
2. In the new window switch to the **Message** tab and click on the **Signature** button as shown in Exhibit 2. From the dropdown menu choose **Signatures...**
3. A *Signatures and Stationary* window will open. Click on **New** as shown in Exhibit 3. A window will pop up prompting you to enter a name for the signature. Do so and click **OK**.
4. You will be returned to the *Signatures and Stationary* window. Create your signature using the **Edit Signature** pane in the lower half of the window. Once complete, click **OK**.

### How to add a signature to an email:

1. Create a new email by choosing **New E-Mail** from the **Home** tab as shown in Exhibit 1.
2. Switch to the **Message** tab and click on the **Signature** button as shown in Exhibit 2. From the dropdown menu choose the name of the signature you would like to insert.

### How to automatically add a signature to new emails:

You can also assign a signature to an email address and to the type of email being written. To do so:

1. Create a new email by choosing **New E-Mail** from the **Home** tab as shown in Exhibit 1.
2. Switch to the **Message** tab and click on the **Signature** button as shown in Exhibit 2. From the dropdown menu choose **Signatures...**
  - a. As is shown in Exhibit 4, choose the **E-Mail account** you wish to assign the signature to (1).
  - b. From the **New Messages** dropdown (2) choose which signature to use for new emails sent from this email address. Skip this step if you don't want your new messages to contain a signature.
  - c. From the **Replies/Forwards** dropdown (3) choose which signature to when replying to and forwarding emails this email address. Skip this step if you don't want your replies and forwarded messages to contain a signature.
3. Press **OK**.

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**Illustration:**

Exhibit 1: Home tab (1) and New E-Mail button (2)

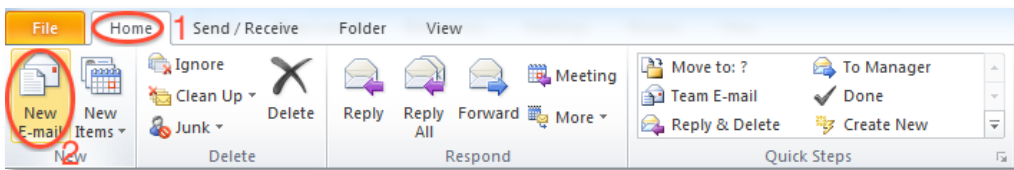


Exhibit 2: Message tab (1) and Signature button (2)



Exhibit 3: New button shown

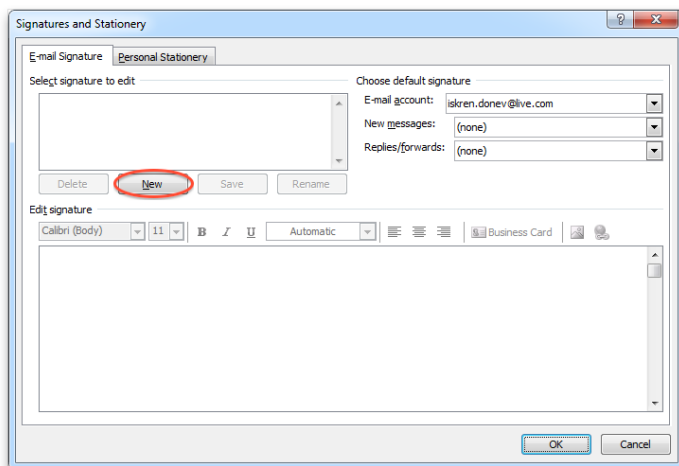


Exhibit 4: Assigning Signatures

