

Application:Microsoft OutlookPlatform:WindowsVersion:2013, 2010Activity:Create, Add and<br/>Assign a Signature

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### **Issue Details:**

Application	Version	Description of issue
Microsoft	Office 2013	Manually typing a signature is time-consuming and easily automated. This
Outlook	Office 2010	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)

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Paste	$\mathbf{B}  I  \underline{\mathbf{U}}    \stackrel{abg}{=} \cdot \mathbf{A} \cdot   \equiv \equiv \equiv$	目 律律 /	Address Check Book Names	Attach Attach Signature File Item -	Low Importance	Zoom
Clipboard 🖓	Basic Text	192	Names	Include	Tags 🕞	Zoom

#### Exhibit 3: New button shown

Signatures

ignatures and Stationery	Signatures and Stationery
E-mail Signature Personal Stationery	E-mail Signature Personal Stationery
Ended splantare       Ended splantare         Select signature to edit       Choose default signature         Emdigecount:       garen. donev@live.com         New messages:       (none)         Delete       New Save         Edit signature       Edit signature         Calbri (Body)       11 v       B       II         Automatic       V       V       V	Select signature to edit       Choose default signature         Senete       E-mail gocount:         Bernare       E-mail gocount:         Bernare       Sample         Delete       New gessages:         Calbri (Body)       11         B       I         Image: Control (Body)       11         B       Image: Control (Body)         Ck       Color
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#### **Exhibit 4: Assigning Signatures**