Add a Signature to your email in Outlook 2010

A signature is a customary, fundamental aspect of correspondence that we have come to expect and value. A signature adds a personal touch and an element of sincerity.

E-mail signatures can play a role in providing contact information and in helping to close messages with an appropriate tone. Add your own picture or company logo and you make your identity or affiliation instantly clear.

To create your signature

1. Open a new message. On the Message tab, in the include group, click **Signature**, and then click **Signatures**. The **Signatures and Stationery** dialog box will appear.
2. On the **E-mail Signature** tab, Click **"New"** to create your signature.
3. Then give your signature a name. This is for a reference only, this is not where you create your signature.
4. In the **Edit Signature** box, type the text that you want to include in your signature. To change fonts or font sizes, add bold or italics etc, simply use the buttons and drop down boxes above the text area.

A business signature includes your First and Last Name, Job Title, Company/Location name, Address, phone number (main/direct), and email address.

To make your signature automatically appear when you type a new email, or reply to an email in Outlook 2007

4. Again, in the **"Signatures and Stationery"** dialog box, you can select your favorite signature for new messages, or replies and forwards. Simply use the two drop down boxes in the top right hand corner of the **"Signatures and Stationery"** dialog box.
5. Click **"OK"** when you are finished.
6. [OPTIONAL] You can set up more than one signature if you like. Simply click "New", name your new signature, and type your new signature.
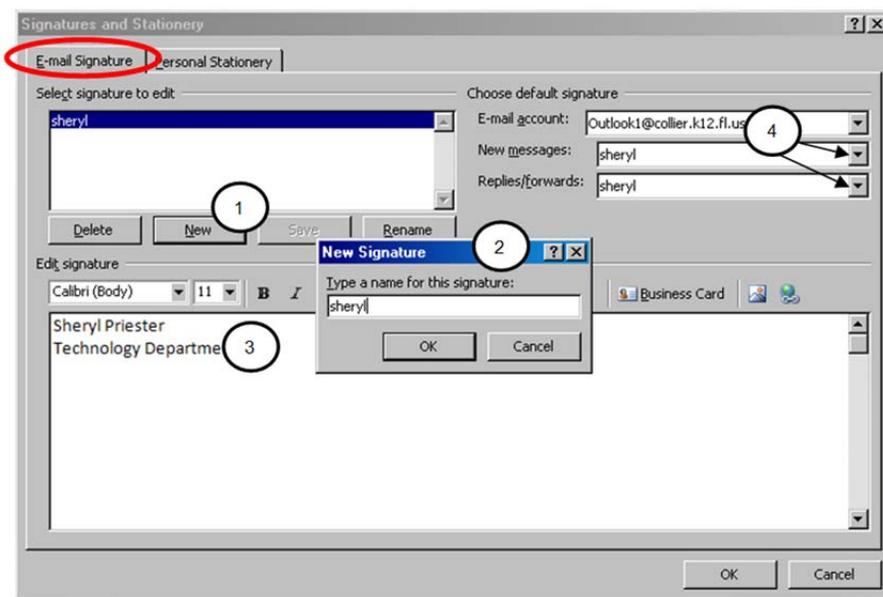
One last tip for anyone creating a signature – Be aware of font colors, types, sizes and clip art. Also if you are utilizing clip art, please size your pictures prior to using the signature. It's best to test a signature before setting it as a default signature.