

## How to Create an Email Signature in Outlook

An email signature is part of your identity in the digital world. It's important to have one, especially if you're sending emails for professional purposes. It makes your messages more credible and formal. Here we'll show you the simple steps in creating an [email signature](#) in Outlook. This simple guide can help you either you're using Outlook 2010, Outlook 2016, and other versions.

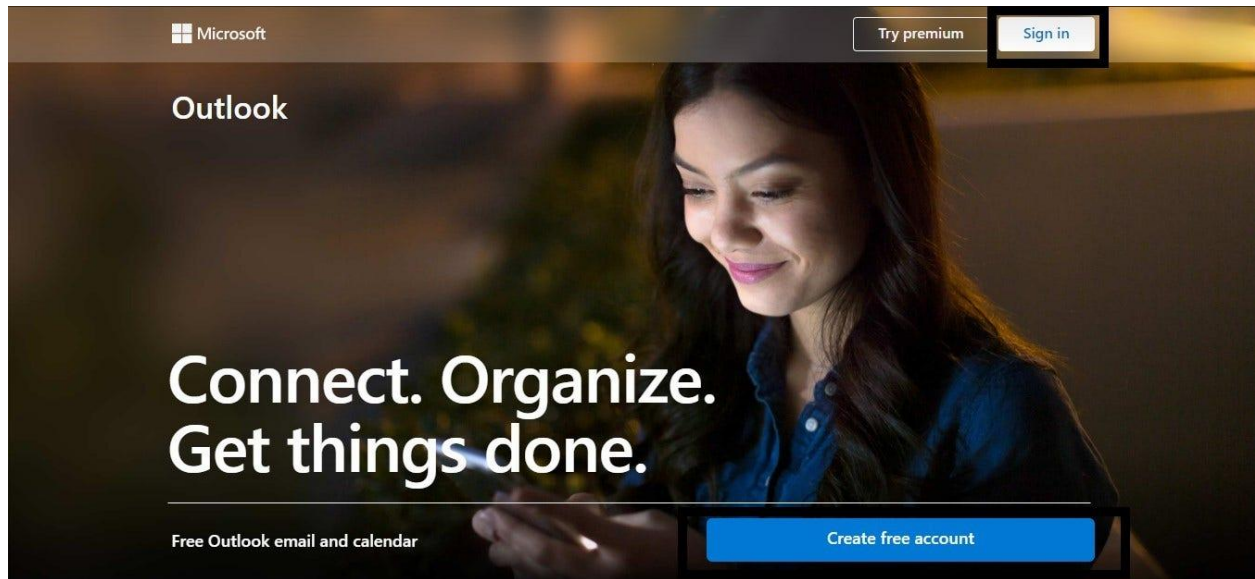
### SUMMARY:

- For Windows: Sign in to Outlook, go to **Settings > View all Outlook settings**, go to **Mail > Compose and reply**, input/customize your signature, and click **Save**.
- For Mac: Log in to Outlook and select **New Email**, go to **Signatures > Edit Signatures**, click the "+" button to set signature name, input/customize your signature in the **Signature** box, select your signature name, close the **Signatures** and go back to **New Email** to view your new signature.

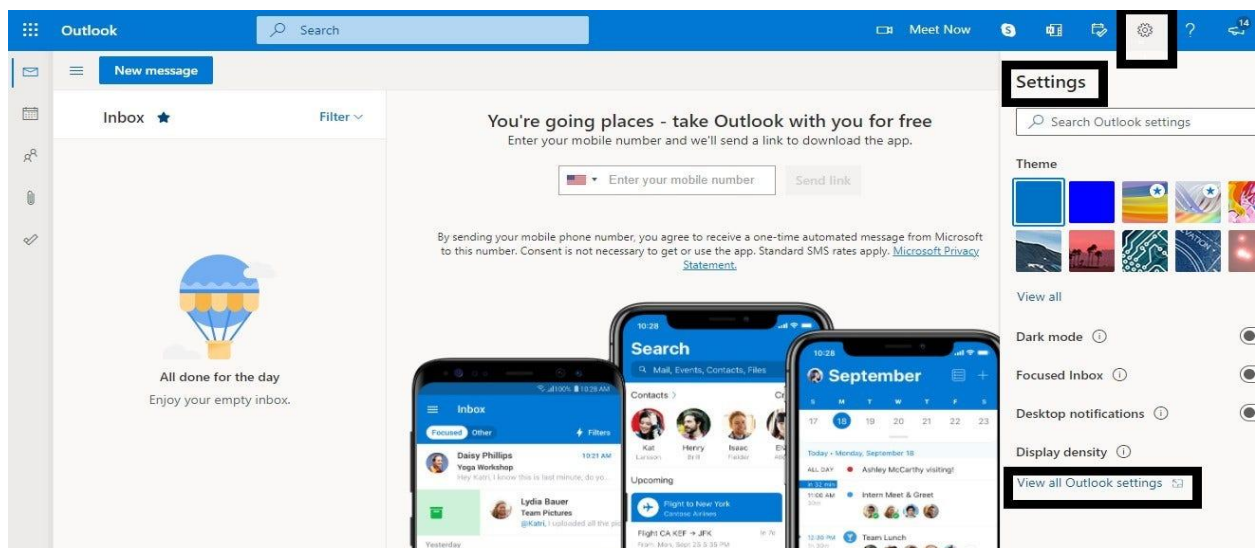
## How to Create Email Signatures Using Templates in Outlook

Outlook is a part of the MS Office 365 plan and has been used to create, send, and receive emails by professionals. For a lot of companies, it's their primary communication tool. Without further ado, let's dive right in.

1. Open your preferred web browser and access Outlook.com. Once you're in, **sign in** to Outlook using your MS Office account. Simply **create a free account** if you don't have one yet.

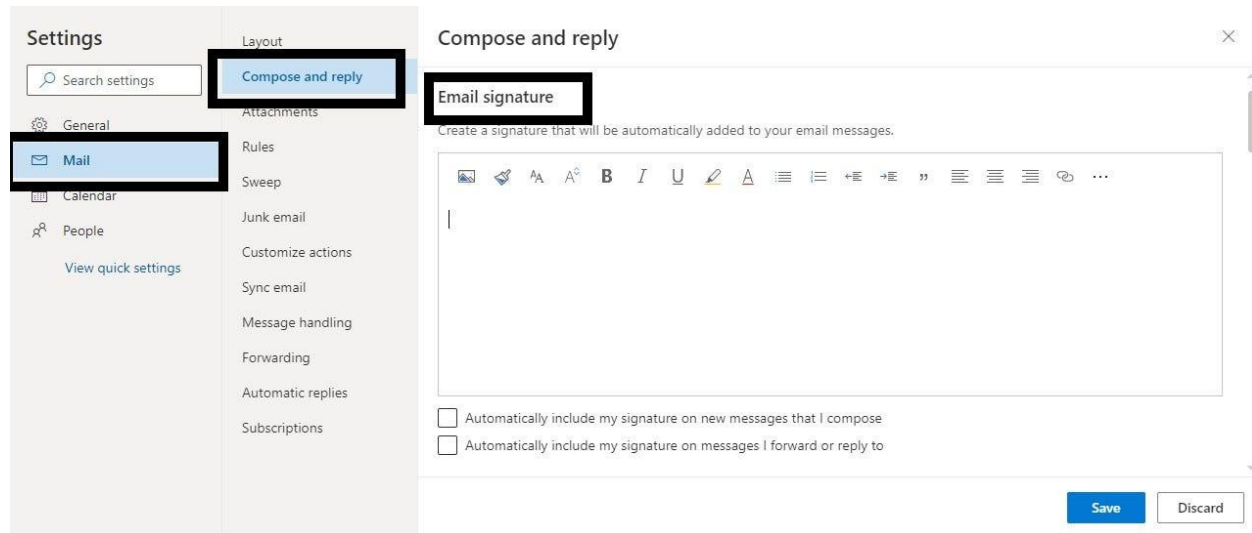


2. Once you're signed in to Outlook, go to **Settings** and select **View all Outlook settings**. You'll find it at the bottom as shown by the screenshot below.



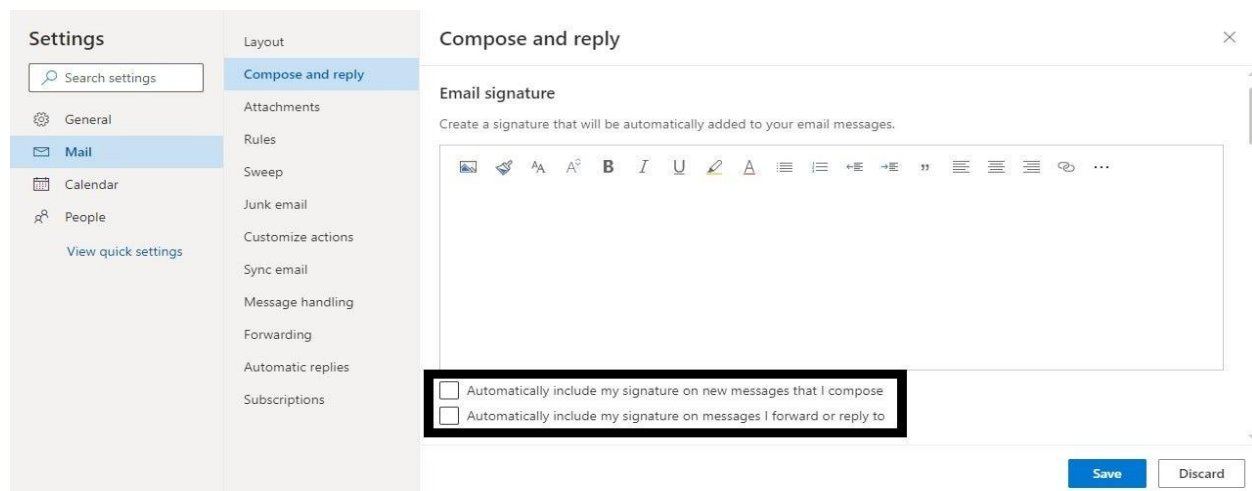
3. You'll then be brought to Outlook's full Settings menu. When you're in there, select **Mail** and go to **Compose and reply**.

4. Once you're in **Compose and reply**, you'll see the **Email Signature** box which you can't miss. In that box is where you'll type your email signature or create one using [Outlook email signature templates](#). Feel free to use the formatting options available to customize your email signature's appearance. You can add images, use different font styles, set font colors, and select the most suitable font sizes.

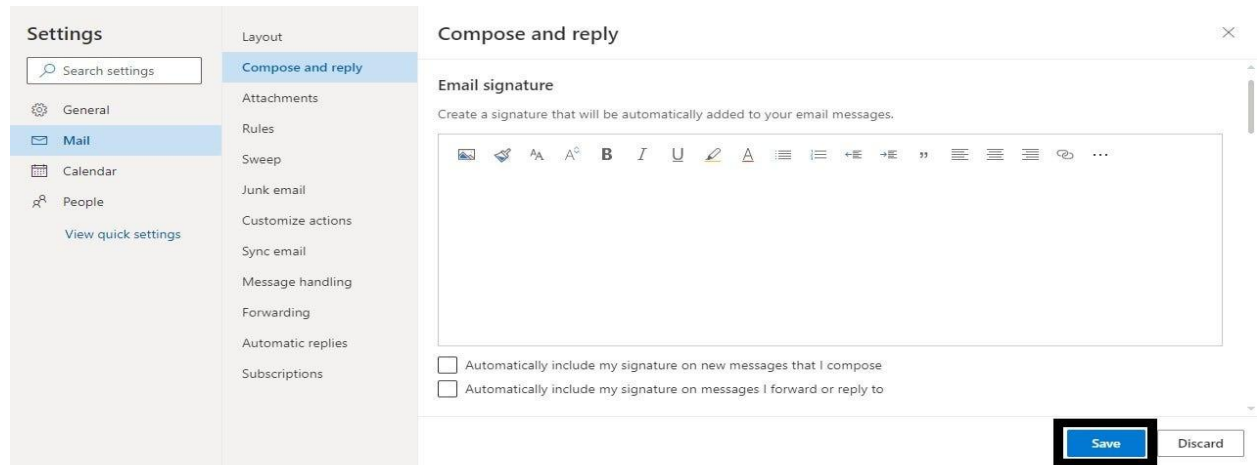


**Note:** Your Outlook account only allows you to set one email signature.

5. Put a check on **Automatically include my signature on new messages I compose** and **Automatically include my signature on messages I forward or reply to** options if you need to. If you won't choose both options, your email signature on messages you'll compose or reply to. However, you can manually add your signature to some messages that require it.



6. Once you're done finalizing your email signature, simply click **Save** and that's about it.



**Note:** You can always change your email signature anytime. Just repeat the steps we've discussed.

## Manually Adding Email Signatures

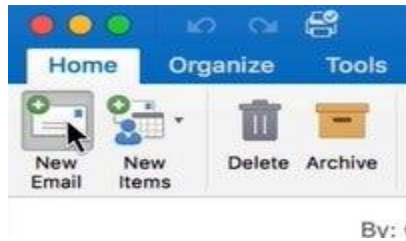
Here's an additional guide to adding your email signatures to messages manually:

1. Access your mailbox and select **New Message**.
2. Write your message and select the **Insert Signature** option below the compose panel.
3. Once you're done writing your message and inserting your signature, click **Send**.

## How to Create an Email Signature in Outlook Using Mac

If you're a Mac user, Outlook will look slightly different for you. So follow these steps to create your email signature.

1. Open Outlook, log in to your account and select **New Email**.



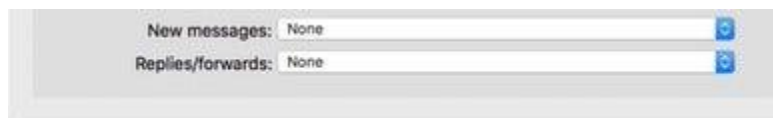
2. Go to **Signature** and select **Edit Signatures**.



3. Click the "+" button to type your signature name and go to the **Signature** box to input and customize your signature however you want.



4. Go to New Messages and select the new signature you've created. Look for its signature name.



5. Close the Signatures box and go back to **New Email**. Your email signature will automatically appear.