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Create a signature

You can use signatures to automatically insert text and pictures into the messages that you send. For example, you can create a signature for business e-mail that includes your name, job title, phone number, and company logo.

1. On the **Outlook** menu, click **Preferences**.

2. Under **E-mail**, click **Signatures** .

3. Click **Add** .

   A new signature appears under **Signature name** with the name **Untitled**.

4. Double-click **Untitled**, and then type a name for the signature. This name does not appear in the signature in your messages; it is only for your reference.

5. In the right pane, type the text that you want to include in the signature.

6. Do any of the following:

To	Do this
Apply formatting such as font, font style, font size, font color, or highlighting	Select the text, and then on the **Format** menu, click the option that you want.
Add a hyperlink	Position the cursor in the signature where you want to add a link, and then on the **Format** menu, click **Hyperlink**.
Add a picture	Drag a picture from the desktop to the position where you want it to appear in the signature

   💡 **Tip** If you want, you can create multiple signatures and have Outlook insert them at random into e-mail messages. To include a signature as one of these random selections, select the check box in the **Random** column next to the Signature name.

7. Close the **Signatures** dialog box.

Note If a signature is added to a plain-text message, any formatting or pictures are not used. Hyperlinks are converted to plain text.

See also

Insert a signature into a message