

# Create and add an email message signature

You can create personalized signatures for your email messages that include text, images, your electronic business card, a logo, or even an image of your handwritten signature.

**Note:** This article is for Microsoft Outlook 2010.



Your signature can automatically be added to outgoing messages, or you can manually add the signature to only the messages that you choose.

## Create a signature

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



2. On the **E-mail Signature** tab, click **New**.
3. Type a name for the signature, and then click **OK**.
4. In the **Edit signature** box, type the text that you want to include in the signature.
5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
6. To add elements besides text, click where you want the element to appear, and then do any of the following:

Options	How to
To add an electronic business card	Click <b>Business Card</b> , and then click a contact in the <b>Filed As</b> list. Then click <b>OK</b>
To add a hyperlink	Click  <b>Insert Hyperlink</b> , type in the information or browse to a hyperlink, click to select it, and then click <b>OK</b>
To add a picture	Click  <b>Picture</b> , browse to a picture, click to select it, and then click <b>OK</b> . Common image file formats for pictures include .bmp, .gif, .jpg, and .png.

7. To finish creating the signature, click **OK**.

**Note** The signature that you just created or modified won't appear in the open message; it must be inserted into the message.

## Add a signature to messages

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

**Note:** Each message can contain only one signature.

### Insert a signature automatically

1. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



2. Under **Choose default signature**, in the **E-mail account** list, click an email account with which you want to associate the signature.

Choose default signature

E-mail account:	brad@exchange.sun.ac.za
New messages:	Brad Text
Replies/forwards:	brad replies

3. In the **New messages** list, select the signature that you want to include.
4. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, click **(none)**.

### Insert a signature manually

- In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.



**Tip** To remove a signature from an open message, select the signature in the message body, and then press DELETE.