

Use e-mail signatures in Outlook 2010

Quick Reference Card

Download and use a signature template

Note This procedure will take you away from this page. If necessary, print this page before you follow these steps.

1. Click this link to go to the Office download page: Outlook e-mail signature samples. You'll also find the link in the See also section above.
2. Click **Download**.
3. Save the sample message. You can accept the default location, but the file will be easier to find if you place it somewhere more convenient, such as your Documents folder.

After you save it, the template opens as an e-mail message.

4. Scroll through the sample signatures and highlight and copy the one you like (press CTRL+C after you highlight).
5. Start the **Signatures and Stationery** dialog box (the steps below explain how), create a new signature, and paste the copied text and images into the new signature.

Create a basic signature

1. With your mailbox open, on the **Home** tab, in the **New** group, click **New E-mail**. A new mail message appears.
2. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**. The **Signatures and Stationery** dialog box appears.
3. Under **Select signature to edit**, click **New**. The **New Signature** dialog box appears.
4. In the **Type a name for this signature** box, enter a name for the signature and click **OK**.
5. Under **Edit signature**, type your name, press ENTER, type your position or title and press ENTER, your company name, and your work phone number, pressing ENTER to place each item on its own line.
6. Click **Save**.
7. Open the **New Messages** list and select the signature you just created. That will place your signature on all outgoing messages.

Format the text in a signature

You can apply different fonts, sizes, and colors to the text in your signatures. You can also make text bold, underlined, and italicized. Remember a couple facts:

- Recipients who use the plain text message format won't see your formatting, so use formatting to make your signature look professional, not to convey information.
 - Computers don't all have the same set of fonts, so it's best to use common fonts such as Calibri and Arial.
1. In your new signature, highlight your name and click **Bold**, or press CTRL+B.
 2. Optionally, highlight text and select a different size from the font size list.
 3. Optionally, select some text, open the **Font Color** list and apply a color.
 4. Click **Save**.

Add a link to a signature

1. In the **Signatures and Stationery dialog box**, press **ENTER** to create a new row, then click the **Hyperlink** button.



The Insert Hyperlink dialog box appears.

2. In the **Text to display** box, enter the text you want users to see.
3. In the **Address** box, enter the URL of the site. For example: **http://www.contoso.com**. Note that the dialog box may auto-complete the address for you after you type **http://**.
4. Click **OK** to close the **Insert Hyperlink** dialog box.
5. Click **Save**.

Add an image to a signature

1. In the **Signatures and Stationery dialog box**, press **ENTER** to create a new row, then click the **Picture** button.



The Insert Picture dialog box appears.

2. Locate your image and click **Insert**. The image appears in your signature.
3. In the **Signatures and Stationery dialog box**, click **Save**.

Add a signature to messages automatically

1. In the **Signatures and Stationery dialog box**, open the **New Messages** list, or the **Replies/forwards** list, and select the message you want to include.

Your choice appears when you create a new message.

Create a signature in Outlook Web Access

With the Outlook Web App open:

1. In the upper-right corner of your screen, click **Options**, and then click **See All Options**.



2. On the left side of the screen, click **Settings**.
 3. Under **E-Mail Signature**, enter a text signature. Remember you can't use images or business cards in this type of signature.
 4. To enter a link, start typing it. Outlook will create the link for you.
 5. At the bottom-right corner of the page, click **Save**.
- or-
- Click **Mail** (the link in the upper-left corner of the page), and when prompted, click **Save**.

Create a signature with a two-column layout

This exercise consists of two parts. In the first, you'll create a two-column signature layout. In the second part, you'll copy that layout and paste it into a new, blank signature. Feel free to use your own image instead of the sample picture.

Create the layout

1. In Outlook, create a new e-mail message. If the message has a signature, select it and press DELETE to remove it.
2. Go to the ribbon, and on the **Insert** tab, in the **Tables** group, click **Table**, and in the gallery that appears, select the first two cells in the top row, like this:



The message should now contain a table of one row and two columns.

3. Select the left-hand column in the table, go back to the **Insert** tab, and in the **Illustrations** group, click **Picture**.
4. Locate the picture you want to use and click **Insert**.
5. If the picture is too large, click to select it, and then drag the lower-right corner up and to the left to make it smaller.
6. In the right-hand cell of the table, enter your signature text and apply any formatting.
7. Make each table cell as small as you can. To do that, point to the cell border so that your mouse cursor becomes a double-headed arrow, and then drag each border to resize. In this case, you drag the middle and right-hand borders to the left.

Copy the layout to a new signature

1. Highlight the layout (both cells in the table) and press CTRL+C.
-or-
Right-click the selected items and click **Copy**.
2. Create a new, blank signature.
Hint Once you open a new mail message, you can right-click an existing signature, and then click **Signatures** to start the **Signatures and Stationery** dialog box.
3. Click the blank text area under **Edit signature**, and press CTRL+V to paste the copied layout.
4. Click **Save**.

You can make the new signature your default signature, or you can right-click another signature in an e-mail message and select this signature from the resulting list.

Delete signatures

To delete a signature in Outlook

1. Start the **Signatures and Stationery** dialog box.
2. Select the signature you want to delete, and click **Delete**.

To delete a signature in the Outlook Web App

1. With your inbox open, click **Options**, then click **See All Options**.
2. On the left side of the screen, click **Settings**.
3. Under **E-Mail Signature**, select the text in your signature and press DELETE.
4. If it's selected, clear **the Automatically include my signature on messages I send** check box.
5. Click **Save** in the lower-right corner of your screen.

Convert a signature into a graphic using a Tablet PC and OneNote

1. On your Tablet PC, start OneNote and either start a new notebook or open an existing one.
2. Use your pen to sign your name until you have a signature you like.
3. Tap the Windows **Start** button, then tap **Snipping Tool**.
4. Using your pen or your mouse, snip the signature you want to use.
5. In the **Snipping Tool** window, click **File**, and then click **Save As**.
6. Select a location for the image.
7. Optionally, select a file format from the **Save As Type** list. The default is Portable Network Graphics (.png). When you're done, click **Save**.

Convert a signature into a graphic with a Tablet PC and Outlook

1. In an open e-mail message, tap the body of the message with your pen, and on the **Message** tab, in the Ink group, tap **Start Inking**.

A window that looks like ruled paper appears in the message.

2. With your pen, write your signature in that window. Sign until you have a signature you like.
3. On the **Pens** tab, tap **Select Objects**, and then tap your signature to select it.
Note If your signature has spaces between letters or words, press CTRL and tap the parts of your signature until they're all selected. A selected signature looks like this:
4. Press and hold your pen until the circle appears, then lift your pen (that's the equivalent of right-clicking), and on the shortcut menu, tap **Copy**.
5. Tap outside of the selected text, then tap the **Message** tab, tap **Signature**, and then tap **Signatures**.
The **Signatures and Stationery** dialog box appears.
6. Tap **New**, enter a name for the signature, and then tap **OK**.
7. In the **Edit signature** text box, press and hold your pen until the circle appears, then lift your pen, and on the shortcut menu, tap **Paste**.
8. After you finish creating the signature, click **OK**.