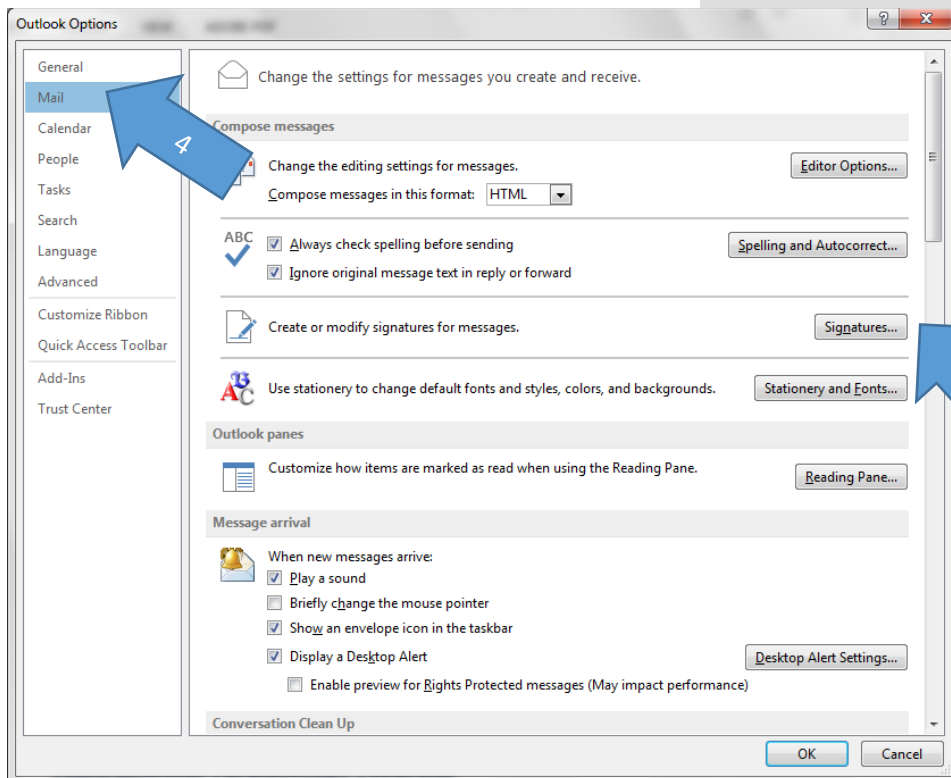
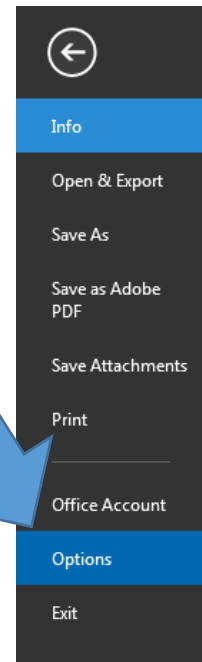
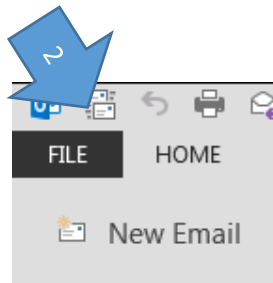


## Create Signatures in Outlook

Personalized signatures are always fun and can be very helpful in the Corporate world!

To create your own, follow these steps that will be very similar in 2013 and 2016:

1. Open Outlook
2. Click on the FILE tab at the top of the ribbon
3. In the menu click on Options
4. In the next screen click on Mail
5. In this window you will see all the settings available for your Email.



6. Click on the Signatures button on the right side.... this is where the fun begins!
7. Start by selecting "new" and give it a name.
8. You can make one for all new emails and one for replies as I did but that is all up to you!
9. You will use the section under the Edit signature to make yours look how you want it to look. Type and add all your fun stuff in the box.
10. When you get it just right don't forget to save it.
11. Then you have to apply it to your emails. Do this under the Choose default signature area. You must tell Outlook what signature to use for all your new messages and for your replies or forwards.

