

Setting up an email signature in Microsoft Outlook (PC)

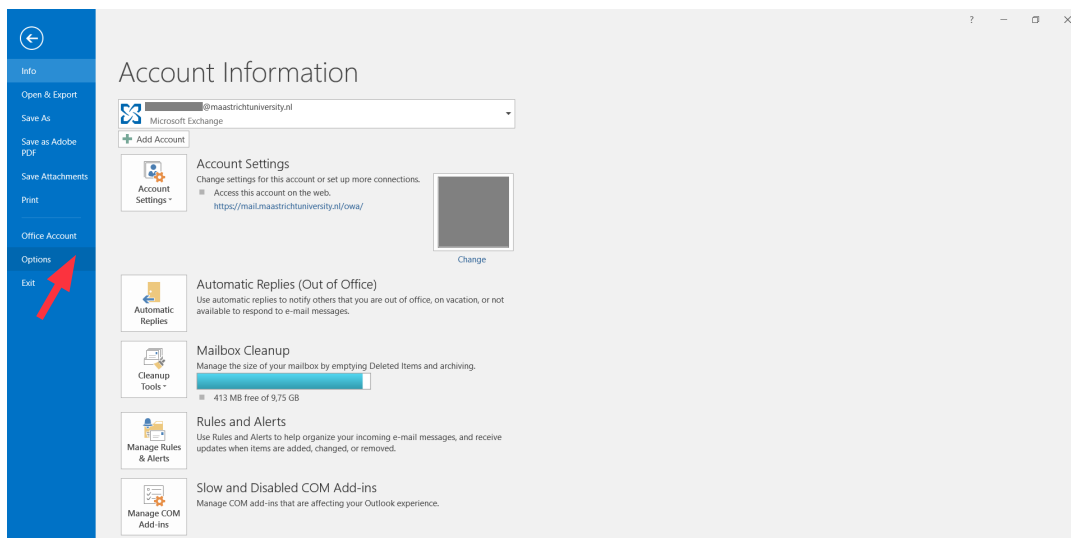
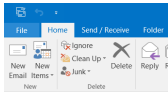
Version 1.1, January 2022

Step 1

Start Outlook.

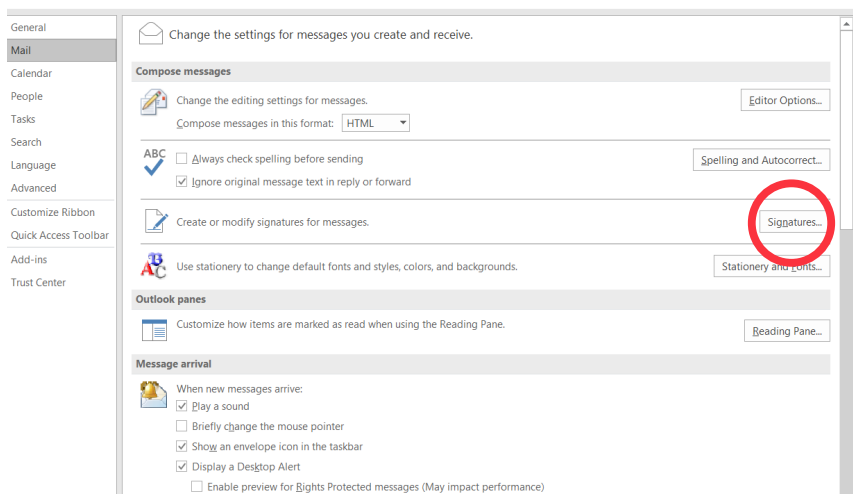
Step 2

Click File at the top left and select Options.



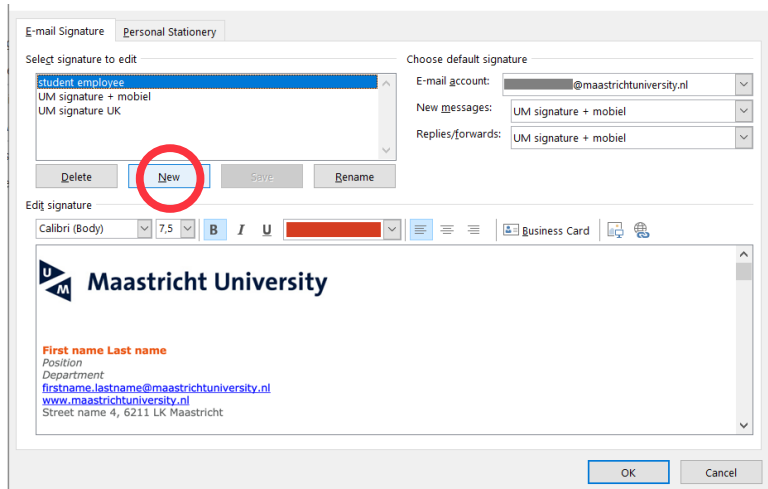
Step 3

Click Mail on the left followed by Signatures....



Step 4

Select New under Select signature to edit.

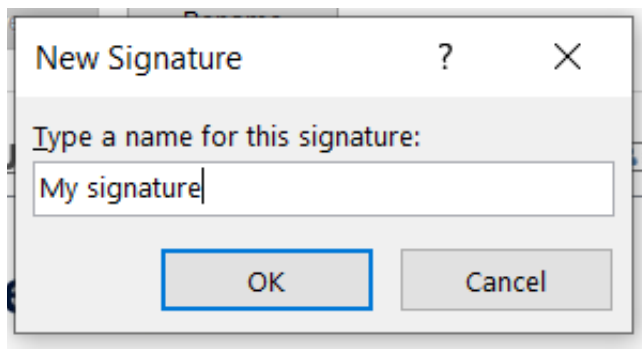


Step 5

Enter the name of your signature, for example “My signature”.

A clear description of your signature will be useful if you have multiple signatures.

Step 6

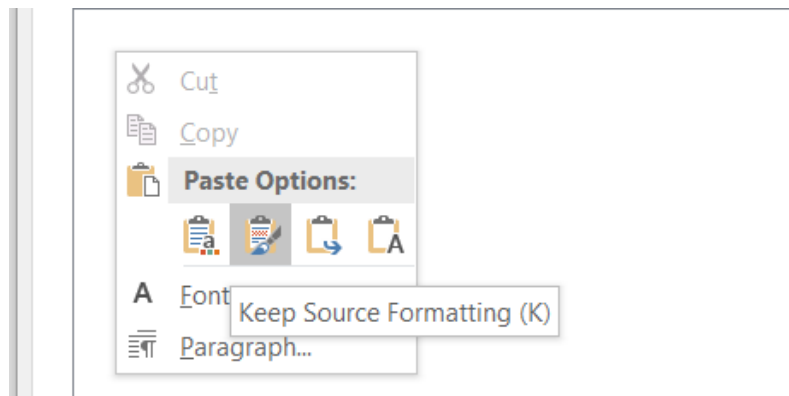


First create your personal signature in Word. Open the sample file by clicking [here](#) and adjust the data, so that it applies to you. You can choose between a Dutch or an English version of the signature. Next, select the entire signature that you have just created in Word (including logo) and copy it (right mouse button, select Copy).

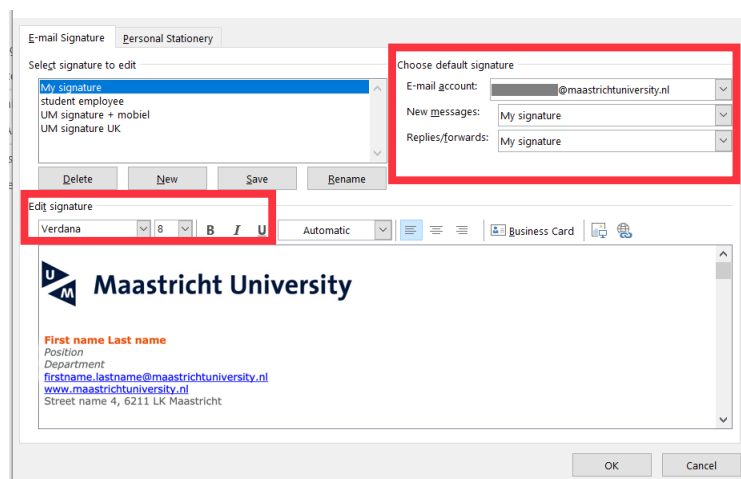


Step 7

Paste your signature in the bottom field. You do this by right clicking Paste. You will see the following options:



Choose the second option: Keep Source Formatting. This will preserve the correct font and font size. The default font is Verdana. In the example, size 8 is used. If necessary, you can select your signature to edit, choose Verdana from the font list in the menu of the edit section and then 8. You may want Outlook to add your signature to your email messages by default: for new messages only, for replies and forwards, or for both. Click OK to close the window.



Step 8

When you compose a new email message, your signature will automatically appear at the bottom of your message. If you have set up multiple signatures in Outlook, you can click Signature on the top bar and view all signatures.

