

Setting up an email signature in Microsoft Outlook (PC)

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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....

General Mail	Change the settings for messages you create and receive.		1
Calendar	Compose messages		
People Tasks	Change the editing settings for messages.	Editor Options	
Search Language	ABC Always check spelling before sending	Spelling and Autocorrect	
Advanced	✓ Ignore original message text in reply or forward		
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Sig <u>n</u> atures	
Add-ins Trust Center	Vse stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>conts</u>	
	Outlook panes		
	Customize how items are marked as read when using the Reading Pane.	Reading Pane	
	Message arrival		
	When new messages arrive: Image: Play a sound Briefly change the mouse pointer Image: Show an envelope icon in the taskbar Image: Display a Desgtop Alert Enable preview for Bights Protected messages (May impact performance)		



Step 4

Select New under Select signature to edit.

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lit signature Calibri (Body)	aastricht University	v ≡ = = Egusiness Card E	^

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

New Sig	nature	?	×
<u>T</u> ype a na	me for this signatu	ire:	
My signat	ture		
•	ОК	Ca	ncel

First create your personal signature in Word. Open the sample file by clicking <u>here</u> 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:

*	Cu <u>t</u>
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Ĉ	Paste Options:
	🚉 🕏 🗘 🖍
A T	Eont Keep Source Formatting (K Paragraph

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.

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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.

