

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.	
Calendar	Compose messages	
People Tasks	Change the editing settings for messages.	Editor Options
Search	Compose messages in this format:	
Language Advanced	ABC Always check spelling before sending Jgnore original message text in reply or forward	Spelling and Autocorrect
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Signatures
Add-ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>r</u> onts
	Outlook panes	
	Customize how items are marked as read when using the Reading Pane.	Reading Pane
	Message arrival	
	When new messages arrive: Image: provide the mouse pointer Image: provide the mouse pointer Image: Show an envelope icon in the taskbar Image: provide the previde the formation of the prevident of t	



Step 4

Select New under Select signature to edit.

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student employ UM signature - UM signature l	mobiel		E-mail <u>a</u> ccount: New <u>m</u> essages: Replies/ <u>f</u> orwards:	@maastrichtuniversity.nl UM signature + mobiel UM signature + mobiel	
Delete it signature Calibri (Body)	New B I U 7.5 B I U	<u>R</u> ename	= =	🗄 Business Card 📑	^

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	?	×
	me for this signati	ure:	
My signat			
•	ОК	Car	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:
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A ≣¶	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.

legt signature to	edit				Choose default signa	ture	
My signature student employ				^	E-mail <u>a</u> ccount:	@maastrichtuniversity.nl	`
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Delete	New	Save	Rename				
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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.

