# How to Create a Signature in Outlook

## Go to File>Options

$\bigcirc$	
Info	Account Information
Open & Export Save As Save Attachments Print Office Account Options	Mallardm@fultonschools.org Microsoft Exchange Add Account Maccount Account Settings Account Settings for this account or set up more connections. Access this account on the web. https://outlook.office365.com/owa/fultonschools.org Change
LXIL	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or

## Click on Mail>Signatures

#### Outlook Options 8 60 General Change the settings for messages you create and receive. Mail Compose messages Calendar People Change the editing settings for messages. Editor Options... Tasks Compose messages in this format: HTML • Search ABC Always check spelling before sending Spelling and Autocorrect... Language Ignore original message text in reply or forward Advanced Customize Ribbon Create or modify signatures for messages. Signatures... Quick Access Toolbar Add-Ins AC Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and Fonts... Trust Center **Outlook panes** Customize how items are marked as read when using the Reading Pane. Reading Pane... Message arrival When new messages arrive: Play a sound Briefly change the mouse pointer Show an envelope icon in the taskbar Display a Desktop Alert Desktop Alert Settings... Enable preview for Rights Protected messages (May impact performance) **Conversation Clean Up** OK Cancel

# Click on New>and Type in a name for your signature>OK

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ele <u>c</u> t signature to edit	t		Choose default signature					
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			New messages:	(none)	-			
		-	Replies/ <u>f</u> orwards:	(none)	•			
Delete dit signature Calibri (Body)	<u>N</u> ew B	Save Rename New Signature I Type a name for this test signature OK	signature:	Business Card				
				ОК	Cancel			

# Type in your signature>click OK

Signatures and Stationery	? ×
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test signature	<b></b>
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Test Signature	<u> </u>
Ocee Elementary School	
470-254-2960	
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ОК	Cancel

### When you open a new email your signature will be there!

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Test Signature Ocee Elementary School 470-254-2960

You can create a new signature for your reply email or select the current signature for replies and forwards.