

# How do I create an email signature in Outlook 2016?

Windows PC	Mac PC
<ol style="list-style-type: none"><li>1. Open Outlook.</li><li>2. Go to File.</li><li>3. Select Options.</li><li>4. Under the Options Dialogue Box, choose the Mail tab.</li><li>5. Click Signatures under Create or modify signatures for messages.</li><li>6. In the Signatures Dialogue box, click New.</li><li>7. Begin designing your signature in the edit box.</li><li>8. Click Save, and you now have a signature<ol style="list-style-type: none"><li>a. You may opt to create a second signature specifically for replies/forwards or you may use the same one.</li></ol></li></ol>	<ol style="list-style-type: none"><li>1. Open Outlook</li><li>2. From the Outlook Navigation bar, click Outlook and choose Outlook Preferences.</li><li>3. Click Signatures</li><li>4. Under the Signatures Dialogue Box, click the Signature titled "Standard" and begin editing or hit the + symbol and begin creating a new signature to edit.</li><li>5. Design your signature.</li><li>6. Once done, your signature shall be successfully completed.</li><li>7. Choose your Default signature for New Message and Replies/forwards and then exit the signatures dialogue box.</li></ol>

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