Create your signature and choose when Outlook adds a signature to your messages

Important: If you have a Microsoft Microsoft 365 account, and you use Outlook and Outlook on the web or Outlook on the web for business, you need to create a signature in both products. To create and use email signatures in Outlook on the web, see Create and add an email signature in Outlook.com or Outlook on the web.

If you want to see how it's done, go directly to the video below.

1. Open a new email message.
2. On the **Message** menu, select **Signature** > **Signatures**.

   Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.
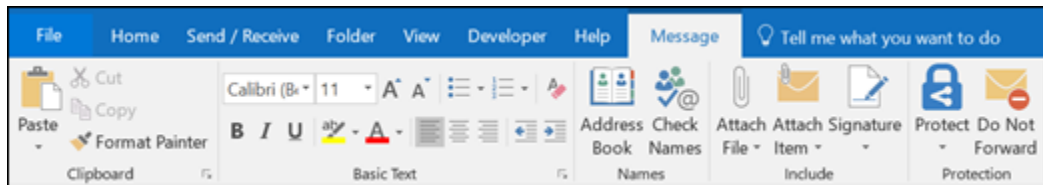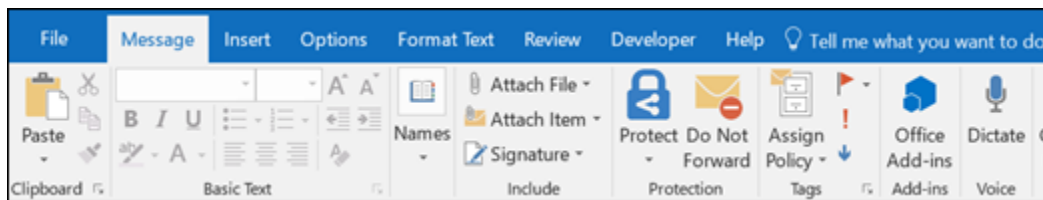
3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. If you want to create a more robust signature with bullets, tables, or borders, use Word to format your text, then copy and paste the signature into the **Edit signature** box. You can also use one of our pre-designed templates for your signature. Download the templates in Word, customize them with your personal information, and then copy and paste them into the **Edit signature** box.
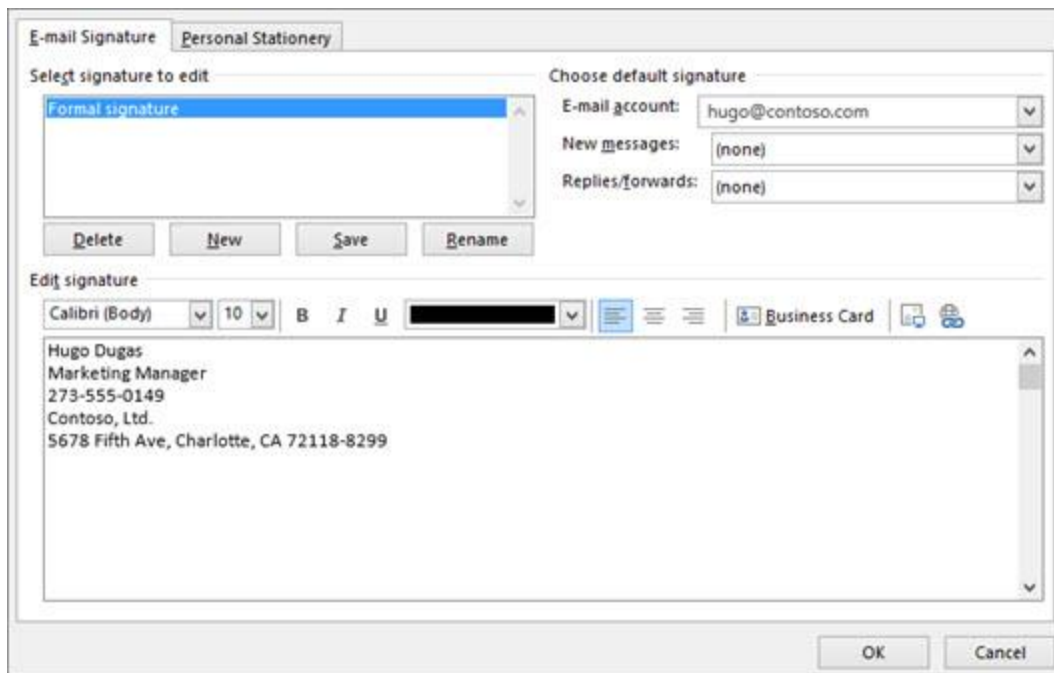
Notes:

- You can add links and images to your email signature, change fonts and colors, and justify the text using the mini formatting bar under **Edit signature**.
- You can also add social media icons and links in your signature or customize one of our pre-designed temlates. For more information, see Create a signature from a template.
- To add images to your signature, see Add a logo or image to your signature.

5. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).
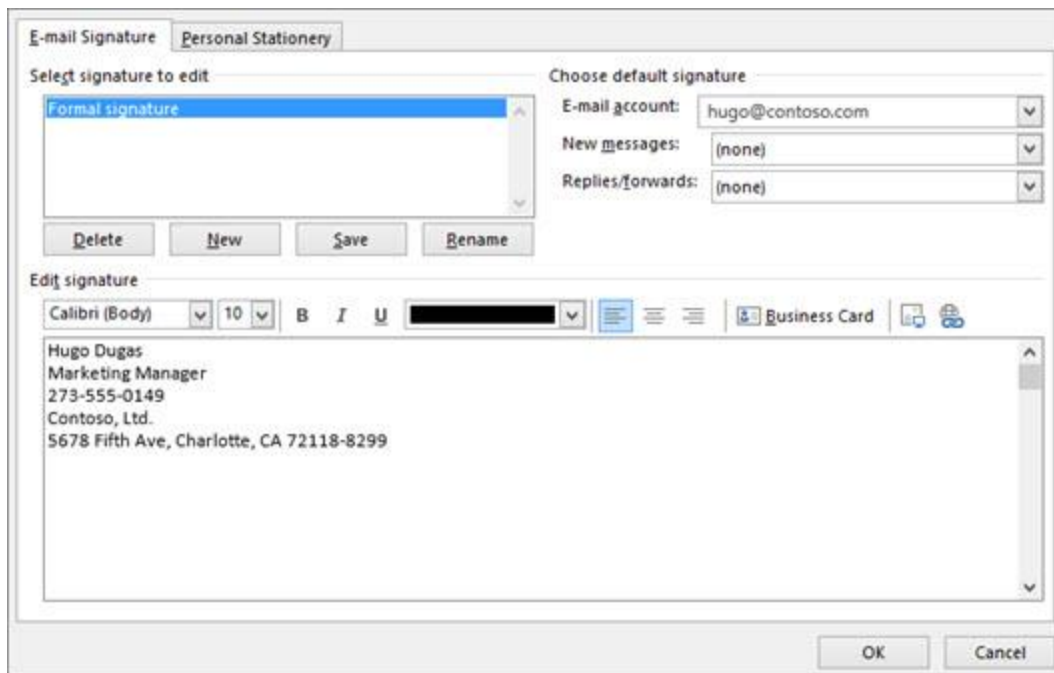
6. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

Add a logo or image to your signature

If you have a company logo or an image to add to your signature, use the following steps.

1. Open a new message and then select **Signature** > **Signatures**.
2. In the **Select signature to edit** box, choose the signature you want to add a logo or image to.
3. Select the Image icon , locate your image file, and select **Insert**.
4. To resize your image, right-click the image, then choose **Picture**. Select the **Size** tab and use the options to resize your image. To keep the image proportions, make sure to keep the **Lock aspect ratio** checkbox checked.
5. When you're done, select **OK**, then select **OK** again to save the changes to your signature.

Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

1. In your email message, on the **Message** tab, select **Signature**.
2. Choose your signature from the fly-out menu that appears. If you have more than one signature, you can select any of the signatures you've created.